AUG 1 4 1995
COMPLETED
I 73.8:Oc 1

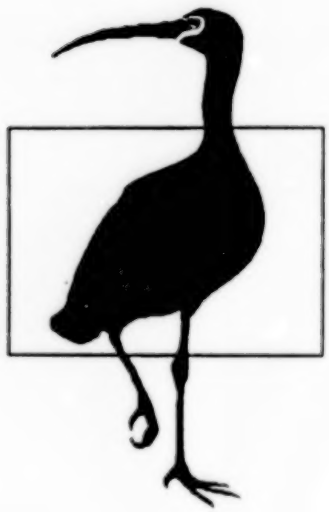
115

Occupational Safety & Health Handbook

U.S. Department of the Interior
National Biological Service

95-041860

Occupational Safety & Health Handbook



U.S. Department of the Interior
National Biological Service

NATIONAL BIOLOGICAL SERVICE
SAFETY AND HEALTH HANDBOOK

As Director of the National Biological Service (NBS), it is my responsibility to provide a safe and healthful workplace for all employees. I share this responsibility with all NBS employees. This overall responsibility is a combination of three major factors. First and most important, is our common humanitarian duty to protect our fellow employees from pain and suffering resulting from preventable accidents. We have no activity so important that we will knowingly expose any NBS employee to an unacceptable degree of risk in the completion of a job assignment. Secondly, as a manager, I recognize that it is sound business practice to maintain an effective safety and health program. We simply cannot afford to absorb the unnecessary expense of avoidable direct payments for employee compensation resulting from job related injuries and illnesses. While direct costs can be high, indirect costs, are conservatively calculated as a multiplier of 5 times direct costs. These costs coupled with property damage, and tort claims adversely affect our ability to perform our assigned tasks. Third, I have specific legal responsibilities under the provisions of Public Law 91-596, Occupational Safety and Health Act (OSHA) of 1970, and as detailed in Department of the Interior (DOI) policy.

The NBS Safety and Health Handbook (Handbook) will serve as the cornerstone of our program. The basic approach in the development of the Handbook has been to avoid duplication of existing guidance and policy. We will therefore use the Departmental Manual 485 DM, Safety and Health Handbook, as our basic program policy document. NBS implementation guidance will be inserted into the basic 485 DM policy as necessary and appropriate. **The NBS implementation guidance is noted in bold print.** New or revised 485 DM chapters issued in the future will automatically be considered part of the Handbook. Where the addition of substantial NBS implementation guidance is necessary, the Safety Staff will coordinate the new guidance for comment prior to submitting the chapter for my approval and distribution. Similarly, for areas where no Departmental guidance exists, additional chapters will be developed by the NBS Safety Staff to supplement the Handbook. Separate handbooks containing appropriate safety and health, and program management guidance will also be maintained for the NBS Aviation and Diving activities.

The Handbook should be maintained at all field stations and other offices as appropriate. Questions regarding the Handbook should be directed to the NBS Safety and Health Manager.

7/16/91
Date

Director

SAFETY AND HEALTH HANDBOOK
Safety and Health Program
Table of Contents

DIRECTOR'S FOREWORD

CHAPTER

1. Authority, Purpose, and Policy
2. Responsibilities
3. Annual Action Plans and Status Reports
4. Safety and Health Standards, Procedures, and Guidelines
5. Program Evaluations
6. Inspections and Abatement
7. Accident/Incident Investigations and Reporting
8. Employee Reports of Unsafe or Unhealthful Conditions, and Allegations of Reprisal
9. Safety and Health Council, Committees and Working Groups
10. Safety Management Awards/Promotion Program (Reserved)
11. Staffing Safety and Health Positions
12. Professional Development
13. Safety and Health Training
14. Activity and Job Hazard Analysis
15. Aviation Safety
16. Motor Vehicle Safety
17. Occupational Health (Industrial Hygiene) Program
18. Occupational Medical Program
19. Fire Safety

20. Personal Protective Equipment

21. Radiation Safety

22. Watercraft Safety

23. Public Safety and Health

24. Contractor Safety and Health

25. Concessionaire Safety and Health

26. Off-the-Job Safety and Health

GLOSSARY OF TERMS

ACRONYMS

INDEX

SAFETY AND HEALTH HANDBOOK
Chapter 1
Authority, Purpose, and Policy

1.1 Authority.

A. Public Law 91-596, "Occupational Safety and Health Act of 1970," Sections 6 and 19.

B. Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees."

C. Title 29, Code of Federal Regulations (CFR), Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."

D. 43 U.S. Code Section 1457 (refers to public safety).

1.2 Purpose. To set forth the policy for the implementation and administration of an effective Safety and Health Program (Program) for the Department of the Interior (Department). The policy, responsibilities, and implementation requirements are delineated in the Safety and Health Handbook (SHH) and are incorporated into this DM by reference. Copies of the SHH may be acquired from bureau safety and health offices. (Part 485 DM also encompasses motor vehicle safety which was previously covered in 488 DM.)

1.3 Policy. It is the policy of the Department to:

A. Provide safe and healthful working conditions to protect employees and the visiting public from injury/illness and property from accidental damage.

B. Include safety and health as an integral part of every operation.

C. Hold managers and supervisors accountable and provide them recognition for implementation and management of the Program within their scope of authority and responsibility.

D. Establish and maintain a staff of safety and health professionals, and collateral-duty personnel at appropriate levels within the Department, to advise management in the development and implementation of an effective safety and health program. (See SHH 11.)

E. Require that no employee be subjected to restraint, interference, coercion, discrimination, or reprisal for filing a report of alleged unsafe or unhealthful working condition, or otherwise participating in the Program.

F. Provide employees the supervision, knowledge, and skills necessary to safely perform their assigned tasks. (See SHH 13.)

G. Require employees and supervisors to identify and correct unsafe and unhealthful conditions, and to know and follow safe and healthful work rules and practices. (See SHH 8.)

H. Use safety and health committees, where bureaus deem appropriate, to enhance effective communications between employees and management. (See SHH 9.)

I. Comply with applicable program requirements of Executive Order 12196, 29 CFR 1960 and Occupational Safety and Health Administration (OSHA) standards and adopted national consensus standards. (See SHH 4.)

J. Promote off-the-job safety and health of employees through on-the-job safety and health activities. (See SHH 26.)

K. Incorporate and enforce appropriate safety and Health performance clause(s) in contracts with concessionaires and contractors. (See SHH 24 and 25.)

1.4 NBS Policy. The NBS Safety and Health program will operate under the policies contained in Parts 350-354 and Part 485 of the Department Manual, and under the procedures contained in the DOI Safety and Health Handbook (supplemented by NBS) and the Office of Aircraft Services Handbook. Matters concerning safety and health should be referred to the NBS Safety and Health Manager.

A. Diving. The NBS operates its own Diving Program. A separate National Biological Service, Diving Safety Handbook is maintained for purposes of program management guidance. Program management and maintenance is a shared responsibility of the NBS Diving Safety Officer and the NBS Diving Control Board. Questions regarding the Diving Program should be referred to the NBS Diving Safety Officer.

B. Aviation. The NBS will operate its own Aviation Management Program. A separate National Biological Service, Aviation User's Handbook will be maintained for purposes of program management guidance. The Assistant Director, Inventory and Monitoring is the NBS representative to the Aviation Management Council Executive Committee and will coordinate the overall aviation program. A staff representative from the Office of Safety and Health, and the NBS Aviation Manager will represent NBS on the Office of Aircraft Services' Aviation Managers' Working Group.

SAFETY AND HEALTH HANDBOOK
Chapter 2
Responsibilities

2.1 Purpose. To identify the primary responsibilities of individuals and groups in the implementation of Departmental safety and health program policy.

2.2 Secretary of the Interior (Secretary).

A. Provides management direction and support necessary for the Department to effectively fulfill its policy commitments.

B. Designates an Agency Safety and Health Official (DASHO) with sufficient authority to effectively represent the interest and support of the Secretary in the management and administration of the Program.

C. Submits to the Secretary of Labor an annual report on the Program (see Chapter 3) and abstracts of investigation reports on serious accidents. (See Paragraph 7.F.)

D. Provides adequate resources (staff and budget) to effectively implement and administer the Program.

E. Holds the head of each bureau accountable for effectively fulfilling Program responsibilities.

2.3 Assistant Secretary - Policy, Management and Budget.

A. Presents to the Secretary an annual report on the Program.

B. Includes safety and health as an agenda item for the Secretary's staff briefings when appropriate.

2.4 Designated Agency Safety and Health Official (DASHO).

A. Exercises the authority of the Secretary for the management and administration of the Program.

B. Appoints a safety and health professional (meeting Office of Personnel Management (OPM) standard GM-018/803) as Manager, Safety and Occupational Health Staff (MSOHS), and provides adequate resources to develop and administer the Program.

C. Advises the Assistant Secretary - Policy, Management and Budget as to the status of the Program.

D. Promulgates policy, directives, and alternate or supplemental standards applicable for implementation of an effective Program.

E. Participates, upon request, in the Federal Advisory Council on Occupational Safety and Health.

F. Participates in the Department's Annual Safety and Health Seminar.

G. Appoints Boards of Investigation (BOI) for the immediate and primary investigation of serious accidents, when deemed appropriate.

H. Encourages bureau safety and health managers to use the Department's Safety and Health Council (Council) as a forum for the exchange of Program information, as a focal point for coordinating safety and health activities, and to formulate recommendations for enhancing the Program.

2.5 Manager, Safety and Occupational Health Staff (MSOHS).

A. Advises and supports the DASHO in carrying out Program responsibilities.

B. Coordinates the development of Program policies, directives, alternate or supplemental standards, and guidelines with the bureaus, and maintains the DSHH.

C. Exercises appropriate action on requests for variances from applicable safety and health standards.

D. Serves as the Department's principal representative to OSHA, the Environmental Protection Agency (EPA), U.S. Fire Administration, and other agencies on technical matters pertaining to the Program.

E. Reviews reports of allegation-of-reprisal investigations not resolved at the bureau level.

F. Develops the agenda for the Department's Annual Safety and Health Seminar.

G. Develops and maintains an automated Safety Management Information System (SMIS) to support Departmental (Office of the Secretary and bureaus) needs for collecting, assimilating, and analyzing accidents (employee, contractor, or public) involving injuries, illnesses, and property damage related to the Department's operations and/or facilities.

H. Evaluates the Office of the Secretary's staffs and bureaus for their managerial effort and effectiveness in establishing and implementing the Program. Provides technical assistance regarding safety and health matters.

I. Provides interpretation of OSHA, adopted national consensus standards, and Departmental safety and health standards not resolved at bureau level.

J. Establishes contracts as needed for areas such as industrial hygiene, safety, data processing, and fire protection engineering staff support for use Departmentwide.

K. Provides safety and health training for management within the Office of the Secretary and bureau DASHOs and staffs, as needed.

L. Monitors the Office of Workers' Compensation Programs (OWCP) reports to determine if job-related injuries and illnesses are properly recorded in the Department's Safety Management Information System (SMIS).

2.6 Aviation Management Staff Office.

A. Evaluates and appraises the effectiveness of aviation management and aviation safety programs within the Department and recommends changes or controls.

B. Assesses compliance with established Departmental aviation management and aviation safety policies, concepts, and objectives.

C. Establishes evaluation criteria for and provides leadership in the conduct of aviation program management and aviation safety program management evaluations within the Department.

2.7 Director, Office of Aircraft Services (DPAS).

A. Advises and supports the DASHO in carrying out responsibilities related to the Department's aviation program. (See Chapter 15.)

B. Formulates policy and procedures governing flight and operations safety to be implemented by the bureaus.

C. Develops and implements the Department's aviation safety and aircraft accident prevention program to include review of bureau programs.

D. Establishes and manages the Department's Aviation Mishap Information System (AMIS).

E. Assures the investigation of all aircraft accidents and selected incidents occurring in Departmental aviation operations and represents the Department on all aircraft accident investigations where the Department is involved.

F. See 1.4B and NBS Aviation User's Handbook for NBS Aviation Policy.

2.8 Head of Bureau.

A. Requires compliance with statutory, regulatory, and Program criteria.

B. Supplements the Program with special programs, directives, standards, criteria, and training to meet the unique safety and health needs of the bureau. **The Bureau DASHO, (see 2.8 E), will ensure the development and maintenance of the NBS Occupational Safety and Health Handbook.**

C. Demonstrates personal commitment for the safety and health of employees, contractors, concessionaires, and the public.

D. Holds managers and supervisors accountable for effectively fulfilling their Program responsibilities.

E. Designates a bureau safety and health official (Bureau DASHO), to exercise the authority of the head of the bureau for the Program. **The Assistant Director - Budget and Administration is the NBS Bureau DASHO.**

F. Appoints a safety and health professional (meeting OPM standard GM-018/803) as bureau safety and health manager and provides adequate resources for the effective implementation and administration of the Program within the bureau. (See OMB Circular 11, Sections 13.2(f) and 13.5(f), and 29 CFR 1960.7.) **The Chief, Office of Safety and Health is the NBS safety and health manager.**

G. Requires safety and health program evaluations of bureau headquarters and each region at least every 3 years. Deficiencies noted and recommended corrective actions will be recorded in writing and tracked until resolved. (See Chapter 5.)

H. Establishes a procedure for conducting engineering reviews of major research, construction and alteration projects, and new operations created by legislation and assigned to the bureau. **The Office of Safety and Health will arrange for oversight to assure appropriate safety and health compliance is maintained from conceptual project design throughout acceptance of the final product.**

I. Requires accidents to be reported and investigated, and appoints a BOI or trained investigator to investigate serious accidents involving the bureau. Submits the serious accident investigation reports to the DASHO. (See Chapter 7.)

J. Requires all establishments to be formally inspected at least annually and deficiencies abated on an identified schedule. (See Chapter 6.)

K. Provides for copies of the Occupational Safety and Health Act, Executive Order (E.O.) 12196, 29 CFR 1960, and Departmental safety and health program documentation to be readily available to managers and supervisors. They are to

respond to requests, from employees and employee representatives, to review the documents at a time mutually convenient to the employees, employee representatives, and the bureau.

L. Provides recognition to employees for outstanding safety and health performance within the bureau.

M. Requires the Department's Safety and Health Poster to be posted in each establishment and kept current. **Copies of the Poster may be obtained from the Office of Safety and Health.**

2.9 Bureau Designated Agency Safety and Health Official (Bureau DASHO).

A. Exercises the authority of the head of the bureau for effectively developing and managing the Program within the bureau. **The NBS DASHO establishes goals, policies, (where no Departmental policy exists), standards and directions for the conduct of the safety and occupational health program.**

B. Designates a qualified safety professional (meeting OPM qualifications for GM-018/803, at an equal or higher grade level) to serve as subject matter expert to review applicants for Bureau Safety and Health Manager vacancies. **The Chief, Office of Safety and Health is the NBS designated qualified safety professional who performs this role. (See 2.10 H)**

C. Provides pertinent information concerning the bureau's Program to the DASHO or his/her designee upon request.

D. Submits, to the DASHO, an annual safety and health action plan (Plan) and interim and annual progress reports on the bureau's implementation of its Plan. (See Chapter 3.)

E. Recommends organizations establish safety and health committees to provide for employee involvement and to enhance employee-management communications. (See 29 CFR 1960 Subpart F.)

2.10 Bureau Safety and Health Manager.

A. Advises and supports the bureau DASHO in carrying out Program responsibilities.

B. Participates in the Council, Safety and Health Working Groups, and, when possible, in a local Field Federal Safety and Health Council.

C. Conducts program evaluations of bureau headquarters and each region at least every 3 years. Recommends appropriate actions to correct Program deficiencies and tracks them until they are resolved.

D. Submits unresolved requests for variances from OSHA requirements and Departmental safety and health standards to the MSOHS for appropriate action. (See Chapter 4.)

E. Conducts investigations of allegations of reprisal related to the Program, reports of unsafe and unhealthful conditions, and accidents/incidents. (See Chapter 8.)

F. Provides, as the bureau's technical safety and health advisor, assistance and guidance to management in carrying out activities, such as:

(1) Developing policy, plans, programs, directives, and rules.

(2) Identifying safety and health training requirements.

(3) Interpreting safety and health policy and procedures.

(4) Conducting surveys, inspections, and staff visits.

(5) Investigating, reporting, and analyzing accidents.

(6) Identifying potential corrective action(s).

(7) Providing management with information on program effort and effectiveness.

(8) Developing activity/job hazard analyses.

(9) Developing accident prevention plans.

(10) Developing safety and health promotion/awareness plans.

(11) The Chief, Office of Safety and Health will develop and maintain the NBS Occupational Safety and Health Handbook. (See Director's Foreword)

G. Hosts the Department's Annual Safety and Health Seminar periodically.

H. Serves, or designates a qualified safety and health professional (meeting the OPM qualifications for GM-018/803, at an equal or higher grade level) to serve, as subject matter expert for review of applicants for full-time bureau safety and health position vacancies.

I. Reviews accident/incident information that is recorded in SMIS to determine its accuracy and completeness. Takes appropriate action to correct deficiencies.

2.11 Line Management/Supervisor.

A. Actively participates in providing for the safety and health of employees, contractors, and the public (visitors).

B. Implements Program requirements within the scope of authority.

C. Provides and/or secures appropriate safety and health training for employees.

D. Monitors operations and activities and inspects work areas for hazardous acts and conditions. Abates deficiencies as soon as possible.

E. Investigates and reports job-related accidents that result in or have the potential to cause injury, illness, or property damage. All such reports will be submitted on Form DI-134, Report of Accident/Incident, to the appropriate safety office for input into SMIS. **(See Chapter 7)**

F. Holds employees accountable for their safe and healthful work performance and maintains their performance standards as required in 370 DM 430, 4.1.D.

G. Provides for employee participation in the Program without fear of restraint, interference, coercion, discrimination, or reprisal.

H. Requires safety and health to be integrated into the planning of every job. (See Chapter 14.)

I. Conducts routine inspections of facilities within their scope of control as directed.

2.12 Employees.

A. Comply with applicable work rules and procedures.

B. Report unsafe and/or unhealthful conditions.

C. Exercise rights and responsibilities as granted by the Program without fear of restraint, interference, coercion, discrimination, or reprisal for reporting an unsafe or unhealthful condition, or otherwise participating in the Program.

D. Actively participate in safety and health education and training activities.

E. Report every job-related accident/incident to their supervisor that results in, or has the potential to cause injury, illness, or property damage. Also report personal conditions (physical or mental) that adversely affect their ability to perform in a safe and healthful manner on the job.

2.13 Employee Representatives. Participate in activities; such as, formal annual inspection of establishments, the identification of unsafe or unhealthful conditions, and in the review of proposed safety and health work rules and regulations.

2.14 Safety and Health Committees. **(See 9.3)**

A. Review the Program and advise the head of their organizational unit of possible ways to improve the Program.

B. Provide a channel of communication between employees and management to assist management in providing a safe and healthful workplace.

C. Encourage employees to comply with pertinent safety and health requirements.

D. Encourage employees to practice safe procedures during off-duty activities.

2.15 Department's Safety and Health Council (Council).

A. Serves as an advisory body on Program matters to the DASHO. (See Paragraph 9.4.)

B. Provides a focal point for coordinating Program activities of the bureaus.

C. Provides a forum for the exchange of Program information between the Safety and Occupational Health Staff (SOHS) and bureau safety and health managers.

2.16 Safety and Health Working Groups. Assist the SOHS in developing drafts of Program procedures, guidelines, and other documentation for the consideration of all bureaus, and in conducting research on safety and health issues. (See Paragraph 9.5.)

2.17 Chief, Division of Medical and Health Services.

A. Plans and organizes Departmental medical and health programs in coordination with the SOHS and bureau personnel and safety staffs.

B. Develops and implements physical and medical standards, policies, and procedures for all excepted positions and competitive positions which are peculiar to the Department.

C. Provides advice to Departmental officials on medical and health matters.

D. Evaluates and analyzes the effectiveness of health and medical programs.

E. Administers the Department's Medical Surveillance Program. **The Office of Safety and Health will serve as the NBS liaison to the Department for all matters related to medical surveillance and monitoring.**

F. Evaluates and analyzes individual and group performance deficiencies due to medical or health reasons and recommends corrective actions.

G. Provides technical and professional leadership to bureaus on all matters pertaining to health, health hazards, establishment of health or medical programs, and related areas.

H. Acts as liaison with the OPM, U.S. Public Health Service (PHS), and other Government and non-government medical and scientific organizations on medical and health issues.

I. Acts as the System Manager of the Department's System of Medical Records.

J. Serves as the Department's Employee Assistance Program Administrator.

SAFETY AND HEALTH HANDBOOK
Chapter 3
Annual Action Plans and Status Reports

3.1 Purpose. This chapter specifies the minimum Program requirements for the development and submission of annual safety and health program action plans and status reports for the accomplishment of the Department's mission.

3.2 References.

A. Executive Order 12196, Section 1-201 (l).

B. 29 CFR 1960.74, Agency Annual Reports.

3.3 Requirements.

A. Each bureau will develop an Annual (fiscal year) Action Plan (Plan) specifying goals and objectives for the enhancement of Program performance. Goals should be specific, programmatic, and measurable with responsibility for implementation clearly identified. The Plan will be approved by management and a copy provided to the DASHO by the end of August prior to the new fiscal year. **The Chief, Office of Safety and Health will prepare the Plan.**

B. Each bureau will provide the DASHO an interim progress report of the bureau's implementation of their Plan by May 15 and provide the DASHO an annual status report of the preceding fiscal year by November 15. **The Chief, Office of Safety and Health, through the Assistant Director - Budget and Administration, will provide the interim progress report.**

C. By January 1, the Secretary will submit a comprehensive report to the Secretary of Labor describing the Program for the previous fiscal year and goals for the current year.

SAFETY AND HEALTH HANDBOOK
Chapter 4
Safety and Health Standards, Procedures, and Guidelines

4.1 Purpose. This chapter specifies the minimum Program requirements for the development and adoption of safety and health standards, procedures, and guidelines if OSHA or other Federal or adopted national consensus standards do not meet Departmental needs.

4.2 References.

A. 29 CFR 1960, Subpart C, Standards.

B. Section 6 of the Occupational Safety and Health Act (OSHAct).

C. Public Buildings Act of 1959, Section 21, Compliance with Nationally Recognized Codes.

4.3 Requirements.

A. Bureaus will comply with applicable Departmental, OSHA and other Federal agency standards, and adopted national consensus standards. Where conflicts exist between these standards, the more stringent requirement will be used. Bureaus may establish more stringent requirements.

B. If essential standards do not exist or existing standards are not adequate, the SOHS and/or bureaus will develop them, using the following process:

(1) The developing organization prepares a statement for the Secretary of the Interior to use in notifying the Secretary of Labor of the Department's intent to develop an alternate standard. The statement is routed through the SOHS and the DASHO.

(2) The proposed standard is provided for comment to affected employees or their representatives.

(3) The final draft of the standard is sent to the Secretary of Labor through channels prior to final adoption, along with any written comments on the standard from employees or their representatives.

(4) With the Secretary of Labor's approval, the standard may be adopted by the Department.

C. When Departmental employees work jointly with employees of other Federal agencies and conflicts exist between the agencies' standards, the more stringent of the standards will apply unless other agreements are reached between the agencies.

D. Departmental employees will comply with adopted standards, consistent with laws and regulations of State and local governments, when they do not conflict with more stringent Departmental standards.

E. Requirements applicable to and adopted by the Department include:

(1) Highway Safety Act of 1973, as amended.

(2) Motor Vehicle Safety Act of 1986, as amended.

(3) Construction Safety Act of 1969, as amended.

(4) 29 CFR Parts 1910, 1915, 1918, 1926, and 1960, as amended.

(5) Service Contract Act of 1965, as amended.

(6) Radiation Control for Health and Safety Act of 1968, as amended.

(7) National Fire Codes (latest edition).

(8) American National Standards (ANS) (latest edition).

(9) Uniform Building Code (latest edition).

(10) 40 CFR Parts 162, 165, 170, and 171 (Pesticides), as amended.

(11) 49 CFR Parts 171-179 and 397 (Hazardous Material Transport), as amended.

SAFETY AND HEALTH HANDBOOK
Chapter 5
Program Evaluations

5.1 Purpose. This chapter specifies the minimum Program requirements for the conduct of Program evaluations by the SOHS and bureaus.

5.2 References. 29 CFR 1960, Subpart J, Evaluation of Federal Occupational Safety and Health Programs.

5.3 Requirements.

A. The SOHS will conduct Program evaluations of each bureau annually, within budgetary constraints, at locations proposed by the bureau and concurred with by the SOHS.

B. Each bureau will conduct Program evaluations of its headquarters and each region at least every 3 years. **(See 5.3F)**

C. Evaluations will include visits to field operations/ activities plus an interview and closing conference with the senior staff. During the closing conference, evaluation findings, and recommendations will be presented.

D. Evaluations will involve, as a minimum, a review of the following:

(1) Extent of management involvement.

(2) Extent to which Departmental directives are complied with and the adequacy of bureau policy and procedures.

(3) Structure and effectiveness of responsibility, authority, and accountability to implement the Program.

(4) Adequacy of reports of accident investigations, inspections, training, and other Program activities.

(5) Safety and health input to the budget formulation and adequacy of resources to implement and administer the Program, and abatement of hazardous conditions.

(6) Size and technical skill of staff.

(7) Identification of training needs and process to satisfy those needs.

(8) Adequacy of Program information flow within the organization.

(9) Adequacy of annual action plans, investigation of accidents and reports of unsafe and unhealthful conditions, and accident reporting and analysis system(s).

(10) Frequency, adequacy, and records of evaluations, including recommendations and follow-up systems.

(11) Adequacy of inspections and abatement procedures.

(12) Adequacy of property management system to identify and control hazards related to space and equipment.

(13) Extent to which employees/employee representatives are involved in the development and implementation of Program activities.

E. A written report of the SOHS evaluation will be transmitted to the head of the evaluated bureau by the DASHO. The report will include positive findings as well as Program deficiencies. When appropriate, the report will include recommendations for corrective and/or enhancement actions of Program deficiencies. The report should be disseminated by the bureau to all affected subunits.

F. The evaluated bureau will respond to the DASHO within 60 calendar days, identifying actions to be taken and their expected time of completion. **The Chief, Office of Safety and Health will complete the actions required in E. and F. for Regional evaluations.**

G. Follow-up visits, unannounced inspections and/or status reports will be used as necessary to establish that Program deficiencies are resolved.

SAFETY AND HEALTH HANDBOOK
Chapter 6
Inspections and Abatement

6.1 Purpose. This chapter specifies the minimum Program requirements for conducting formal inspections of establishments and timely abatement of identified hazards.

6.2 References. 29 CFR 1960, Subpart D, Inspection and Abatement.

6.3 Requirements.

A. Each bureau will formally inspect all establishments under its control at least annually. More frequent inspections will be conducted when there is increased risk of accidents. **The Office of Safety and Health will maintain and update a Station Safety and Health Program Audit and Checklist designed for annual field station use. Inspection reports, along with abatement plans will be maintained at the workstation for at least 3 years.**

B. Formal inspections will be conducted by persons who are trained in hazard recognition and safety and health inspection procedures. An opportunity will be provided for participation by a representative of the workplace/facility manager and an employee representative. If the establishment contains classified information, the inspector must have an appropriate security clearance. The inspector may deny the right of accompaniment to any person whose participation interferes with the inspection. **Collateral Duty Safety and Health training will be made available for NBS Center Safety Officers.**

C. Preoccupancy inspections for safety and health considerations will be conducted by safety and health professionals or other qualified person(s). Based on the inspection findings, the responsible safety and health manager will recommend occupancy of the space or identify corrective actions needed to bring the space into a safe and healthful condition. (See 29 CFR 1960.34.) **GSA Safety and Health personnel will normally provide safety and health inspection services. Where problems cannot be resolved locally, safety and health issues may be directed to the Office of Safety and Health for resolution.**

D. OSHA and Departmental safety and health professionals will have right of entry without delay, at reasonable times, to any facility, construction site, or other Departmental workplace to perform an inspection. They will also have the right to inspect any item or place within the establishment, and to question, privately, any employee, supervisor, visitor, or manager associated with the establishment. (See 29 CFR 1960.31.)

E. If an imminent danger condition is found, the management official in charge will initiate corrective/protective action immediately and, if necessary, stop the operation and/or evacuate the area, except for those needed to abate the condition.

Once the above actions are completed, the management official will notify, via telephone, the Office of Safety and Health (OSH) concerning the incident. Based upon the OSH advice, the management official will prepare a report to be transmitted, through reporting channels, to the OSH.

F. Each bureau will require persons conducting formal inspections to:

(1) Have the necessary equipment to conduct the inspection.

(2) Examine appropriate accident records and previous inspection reports.

(3) Hold an opening conference with the establishment manager.

(4) Consult with employees on matters of safety and health.

(5) Inform management and employees of imminent danger conditions.

(6) Take environmental samples, where appropriate.

(7) Comply with safety rules and practices.

(8) Take or obtain photographs, where appropriate.

(9) Avoid unreasonable disruption of the operation.

(10) Hold a closing conference with the appropriate level(s) of management and the employee representative(s) to disclose the findings of the inspection. Potential solutions for hazardous conditions should be presented. The management and employee representative(s) will be afforded an opportunity to bring other information to the attention of the inspector regarding conditions in the workplace.

G. Within 15 calendar days of completing a formal inspection (30 calendar days for items dealing with health), a written "Notice of Unsafe or Unhealthful Working Conditions" will be conspicuously posted at or near each place a hazardous working condition exists, if practical, until the condition is abated or for 3 working days, whichever is longer. If not practical, the Notice will be posted where it is readily observable by all affected employees.

H. The inspection Notice will contain the following information and be provided to the appropriate levels of management and employee representative(s) participating in the inspection:

(1) Identify the location of the hazard.

(2) Describe the nature and extent of the hazard.

(3) Reference applicable safety or health standard.

(4) Establish a reasonable time for abatement of the hazard.

I. Sufficient unannounced inspections and followup inspections should be conducted to determine that hazardous conditions are appropriately corrected.

J. The establishment manager will promptly prepare an abatement plan with the help of the safety and health staff, if needed, for those deficiencies which cannot be abated within 30 calendar days. A copy of the plan will be given to the appropriate safety and health office and to the local safety and health committee, or to employees' representative(s). The abatement plan will include:

(1) Explanation for the delay in abatement.

(2) Proposed timetable for the abatement.

(3) Summary of the steps being taken in the interim to protect employees.

(4) Person(s) responsible for abatement.

Note: If the plan of action changes a new plan will be prepared.

K. If abatement of a hazardous condition is not within the authority and resources of the organization, management will:

(1) Inform the respective bureau safety and health office and inform and protect the potentially affected employees.

(2) Request assistance from higher authority.

(3) Coordinate, when necessary, with the Federal lessor agency; e.g., General Services Administration (GSA), to secure abatement as specified in 29 CFR Par1960, Subpart E and 41 CFR Parts 101-21. Standard Form 386, Quality Deficiency Report, will be prepared and sent to the GSA when appropriate.

L. If OSHA arrives to conduct an inspection of a Departmental establishment:

(1) The bureau or local safety office will be notified immediately so a safety and health or management representative may be assigned to accompany the OSHA inspector, if practical.

(2) The inspection findings, recommendations, and abatement schedules will be telecommunicated to the bureau safety and health office.

M. Routine workplace inspections will be made by supervisors and/or safety and health committees as specified by the bureau.

SAFETY AND HEALTH HANDBOOK
Chapter 7
Accident/Incident Investigations/Reporting

7.1 Purpose. This chapter specifies the minimum requirements for conducting accident/incident investigations involving employees, contractors, and the public when Departmental property and/or operations are involved (except aviation mishaps which will be investigated by the Office of Aircraft Services in accordance with 352 DM 6).

7.2 References.

A. 29 CFR 1960, Subpart I, Recordkeeping and Reporting Requirements.

B. Department of the Interior "Serious Accident Investigation/Reporting Procedures," (Appendix 1 of this chapter.)

7.3 Requirements.

A. Each bureau will record accidents/incidents into the SMIS using the prescribed methods and codes.

B. Employees will be required, as a minimum, to report to their supervisor every job-related accident/incident involving any of the following:

(1) Injury, occupational illness, or death connected with the performance of work duties by employees or other personnel (contractors' employees, etc.) under Departmental jurisdiction.

(2) Public injury, death, and/or property damage related to Departmental operations or facilities.

(3) Fire resulting in any loss involving equipment, structures, or contents of any property under Departmental control.

(4) Property damage or injury resulting from the operation of Departmental, GSA, privately-owned, or commercially-leased equipment used for official business.

(5) Other property under Departmental control that is damaged by accident, whether or not it is to be repaired or replaced, and regardless of who caused the damage; e.g., employee, contractor, or public.

C. Investigation Responsibility.

(1) Supervisors will investigate and file appropriate reports on

accidents/incidents that occur under their jurisdiction.

(2) Serious accidents will be investigated by either a trained investigator or a Board of Investigation (BOI) supported by a trained investigator, except when exempted by the DASHO at the request of the bureau head. A Form DI-134 will be completed by the bureau with a copy provided to the investigator/BOI for inclusion as part of the investigation record. (See Appendix 1 of this chapter for required reporting formats and suggested investigation procedures.) **The NBS DASHO will determine if a trained investigator or a full BOI is necessary on a case by case basis. (See Appendix 1.1)**

D. Accident/Incident Report Forms.

(1) The Report of Accident/Incident, Form DI-134, is the official source document for reporting accidents and incidents as described in paragraph 7.3.B. A second-level line management review is required. **Information on obtaining the form can be found in the latest issuance of the Bureau of Land Management DI Forms/Supply Listing. A separate DI-134 is required for each accident or injury, as well as for each motor vehicle operator when more than one vehicle is involved. The coding of the DI-134 should be in accordance with the instruction sheet attached to the form. The report is prepared initially at the field station or unit directly concerned with the accident. In case of a one-person station, it will be prepared by the individual concerned or by a knowledgeable supervisor, assistant, or colleague if the individual is incapacitated. Reporting officials will assure required distribution of the DI-134 Privacy Act attachment to individuals furnishing information for the form. The initiating station or office will complete all parts of the DI-134 except items 20g, h and i. These will be completed by the NBS Safety Staff. Instructions for completing Form DI-134 are provided with each set of the Report of Accident/Incident.**

(2) The Supplementary Accident/Incident Report, Form DI-134-C, will be used by the bureau to add, delete, or correct information previously reported on Form DI-134. Only the bureau initiating the Form DI-134 may modify the information.

Accident Reporting/Procedures

Note: For purposes of accident reporting, the term complete report is considered to be the DI-134 Report of Accident/Incident and all related forms and investigation documents.

Routing

Center employees regardless of location, will report and submit their DI-134s to the Center to whom they report. The complete report will be reviewed at the Center level and forwarded to the NBS Safety Staff.

Co-op Unit employees, regardless of location, will report and submit their DI-134s to the Director, Co-op Units, Arlington, VA. The complete report will be reviewed at this level and forwarded to the NBS Safety Staff.

Office of Technology Transfer employees, regardless of location, will report and submit their DI-134s to the Chief, Office of Technology Transfer (Denver). The complete report will be reviewed at this level and forwarded to the NBS Safety Staff.

Information Transfer Center (ITC) employees will report and submit their DI-134s to Director, ITC. The complete report will be reviewed at this level and forwarded to the NBS Safety Staff.

Employees assigned to the Assistant Director, Budget and Administration, Office of the Director, External Affairs, regardless of location will report and submit their DI-134s directly to the NBS Safety Staff.

Responsibilities

Safety Staff: The Safety Staff will review the case, take action as necessary, and assign a unique reporting number to each report, complete the review of the DI-134, and electronically forward the report to the Departmental Office of Safety and Health. The unique reporting number will enable the Safety Staff to make inquiries on the Departmental Safety Management Information System. The NBS Safety Staff shall maintain one copy of the report and return one to the field station or unit directly concerned with the accident. Where appropriate, the NBS Safety Staff will electronically forward any necessary comments concerning the accident to the reporting unit.

Employee Action: All accidents will be reported, at least verbally by the employee involved, to the supervisor as soon as possible, but in no event later than 48 hours after its occurrence.

Supervisory Action: Field stations and offices will establish a case file for each accident. Project leaders will ensure that each accident is investigated to determine its cause and the corrective or preventive action necessary. Project leaders will take immediate action to identify the problem to the next highest authority and if necessary, request funds for correcting the hazards.

(3) Each bureau will designate their safety office(s) as the Office of Record for BOI reports and Forms DI-134 and DI-134-C. Release of this information will be made only in accordance with the Privacy Act and Freedom of Information Act.

E. Logging Accident/Exposure/Cost Data.

(1) Each bureau will review and log job-related employee injury/illness reports, including first-aid cases, on OSHA Form 200, Log of Occupational Injuries and Illnesses, or equivalent, within 6 working days following the date management was notified of the occurrence. (See 29 CFR 1960.67.) **The Office of Safety and Health will maintain a system to meet this requirement.**

(2) Within 15 working days the bureau will log each DI-134 and DI-134-C report into the Department's Safety Management Information System (SMIS).

(3) Within 30 working days following the end of the quarter being reported, each bureau will provide the following to the Safety and Occupational Health Staff (SOHS):

(a) Motor vehicle mileage driven on Departmental business.

(b) Costs of property damage accidents.

(c) Tort claim information.

(4) OWCP information will be entered into SMIS by the SOHS.

(5) Continuation of pay (COP) information will be entered into SMIS by the SOHS.

(6) Employee hours worked will be entered into SMIS by the SOHS.

F. Investigation/Reporting of Serious Accidents.

(1) Serious accidents will be reported by the bureau to the MSOHS as soon as possible by telecommunications. The MSOHS will notify the Office of the Secretary, the DASHO, the Office of the Solicitor, the Public Information Office, OSHA, and others as appropriate. The bureau will follow-up with a written Preliminary Notice to the DASHO, normally within 48 hours. **The Office of Safety and Health will make the initial notification to the MSOHS via telephone and will prepare the preliminary notice to the DASHO. In addition, the Office of Safety and Health will notify the appropriate NBS offices, such as the Director, Deputy Director, Assistant**

Director - Budget and Administration (NBS DASHO), Public Affairs Specialist, etc..

Note: There may be other reporting considerations with respect to the Departmental Emergency Notification system (ENS). The NBS Duty Officer for ENS reporting is the Administrative Officer.

Serious Incident Reports shall be made in the following format:

Serious Incident Report

Subject: (i.e. what happened - type of incident, such as, motor vehicle accident, drowning, fire, etc).

Time and date of incident.

Location: (Describe where the incident occurred).

Field Station Contact: (Name and telephone number of individual to be contacted).

Summary: (Briefly describe the incident).

Name(s) and titles: (Of persons involved in the incident).

Status of case and agencies notified: (i.e. Federal Bureau of Investigation, State/county police).

Person preparing this report:

Title/Location -
Time/Date of this report -
Telephone number -

(2) The investigator or BOI, supported by a trained investigator, are to be from a Region other than the one experiencing the accident. The Factual and Investigative Reports and a corrective action plan will be submitted to the Bureau Director, normally within 45 working days from the date of the accident.

(3) The Bureau Director will submit the Factual and Investigative Reports with his/her correctional action plan and review comments to the DASHO within 10 working days of receiving them from the investigator/BOI.

(4) The SOHS will prepare an abstract of the Factual and Investigative

Reports for the DASHO to distribute to the bureaus.

(5) Witness statements and other accident investigation findings are not to be used to support disciplinary action.

G. Special Accident Reports. In addition to Departmental accident reporting requirements, certain accidents require additional reporting as follows:

(1) Work-Connected Injury Reports. Appropriate employee compensation forms. (See 20 CFR 10.)

(2) Aircraft Accident Reports. The Office of Aircraft Services will investigate each aircraft accident/incident and publish an abstract of the accident report. This does not alleviate the requirement for the bureau to submit Form DI-134. OAS has the sole denial/release authority for aircraft accident information. (See 352 DM 6 for additional information.)

(3) Aviation Mishap Information System Reports (AMIS). The AMIS system is a ADP base system for documenting all Departmental aviation mishap data for analysis. This includes aircraft accidents, serious aircraft incidents, incidents, aviation hazards, and maintenance deficiencies. (See 352 DM 6 for additional information.)

(4) Boat or Vessel Accident Reports. If a Department vessel is involved, a Boating Accident Report, U.S. Coast Guard (USCG) Form 3865, will be completed whenever an accident occurs in U.S. or territorial waters and results in the loss of life, injury causing incapacitation in excess of 72 hours, or property damage in excess of $500.00. (See 33 CFR Part 173.55 - Report of Casualty or Accident.)

(5) GSA Motor Vehicle Accident Reports. Operator's Report of Motor Vehicle Accident, Standard Form (SF) 91; Investigation Report of Motor Vehicle Accident, SF-91A; and Statement of Witnesses, SF-94, (if applicable) will be prepared and forwarded to the appropriate safety office when a GSA motor vehicle is involved in a Departmental accident.

H. Annual Accident Summary and Reports.

(1) OSHA Form 200, or its equivalent, will be used by each bureau for the log of occupational injuries and illnesses, and Form DI-134 will be used as the supplementary record for occupational injuries and illnesses.

(2) The original log and supplementary records (DI-134) will be maintained at each establishment. Where, for reasons of efficient administration or practicality, a bureau must maintain these records at a place other than each

establishment, a copy of the records will be made available at each establishment under the control of the local safety office. "Facts" only may be released from the DI-134 in accordance with Privacy Act and Freedom of Information Act requirements.

(3) Each bureau safety office will have access to Departmentwide SMIS information on reported occupational injuries, illnesses, accidents, and incidents.

(4) A copy of the annual summary for the establishment will be posted no later than 45 calendar days after the close of the fiscal year, or otherwise disseminated, in writing, to all employees of that establishment.

(5) Copies of the annual summary will be posted for a minimum of 30 consecutive days, in a conspicuous place(s) where notices to employees are customarily posted. Where establishment activities are physically dispersed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work, or report to, a single location, the notice may be posted at the location from which employees operate to carry out their activities. Each bureau should take appropriate steps to prevent the summary report from being altered, defaced, or covered by other material.

(6) Departmental safety and health professionals will have access to work-related accident, injury, and illness records. (See 29 CFR 1960.26(a)(1) and 20 CFR 10.12.)

I. Retention of Records. Records are to be retained in accordance with general record schedules published by the National Archives and Records Administration. In particular:

(1) Employee occupational injury/illness reports (DI-134) will be retained by the bureau for at least 5 fiscal years following the year of occurrence.

(2) Occupational illness records will be retained as part of the employee's medical record.

(3) Accident reports will be retained by the appropriate bureau designated Safety Office of Record.

(4) Tort claims will be retained by the bureaus or the Office of the Solicitor, as appropriate. **Tort claims and employee claims for personal loss received by NBS will be forwarded directly from the appropriate Administrative Officer (or their designee) to the servicing Office of the Field Solicitor for review and determination. A copy of the tort claim and related file will be provided to the Office of Safety and Health.**

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

1.1 PURPOSE.

A. To establish a process for the initial investigation of serious accidents by a trained investigator or Board of Investigation (BOI) supported by a trained investigator. The bureau may elect to use a board to review the initial investigation process and findings for the purpose of accident prevention.

Responsibilities

The Assistant Director - Budget and Administration is responsible for:

(1) Determining, upon consultation with the Chief, OSH, if a serious accident will be investigated by a BOI team or by a trained investigator.

(2) Appointing the trained investigator/BOI team in the event of a serious accident.

(3) Ensuring that a cadre of trained, qualified accident investigators are available to investigate serious accidents.

Regional Directors are responsible for:

(1) Providing Regional employees who have been selected and trained to be BOI investigation team members with a blanket travel authorization.

(2) Forwarding any changes in the status of trained BOI members, within 30 calendar days, to the Chief, OSH.

(3) Providing, within their particular Region, administrative and logistical support to the BOI or the trained investigator.

The Chief, Office of Safety and Health is responsible for:

(1) Managing a designated account to be used for travel and training expenses for the accident investigation team. If sufficient funds are not available in the designated account:

BOI team member travel and related expenses will be paid for by the activity experiencing the accident.

Training and related expenses will be the responsibility of the BOI team member organizational unit.

(2) Recommending types of expertise needed in order to form the cadre of trained investigators.

(3) Maintaining a current roster of active investigation team members.

(4) Identifying necessary team members to conduct specific accident investigations.

(5) Notifying the members of the BOI after appointment by the Assistant Director - Budget and Administration.

(6) Notification, by telecommunications, to the Director, Office of Safety and Occupational Health (OSOH) in the Department of a serious National Biological Service accident.

(7) Developing, for the Director's signature, written notification and followup reports to the Departmental DASHO.

(8) Maintaining an accident investigation kit in a useful condition and ensuring it is available at the accident scene.

The kit should contain at a minimum the following items:

(a) Camera, flash, and film

(b) Clipboard, paper, and pencils

(c) Copies of appropriate National Biological Service policies, pertinent OSHA regulations, and other necessary standards

(d) Flashlight and batteries

(e) Appropriate accident investigation forms

(f) High visibility tapes

(g) Cassette recorder, batteries, and spare cassettes

(h) Graph paper, ruler, and tape measure

(i) Identification tags for damaged equipment

(j) Scotch tape

(k) Specimen containers

(l) Specialized measuring devices, such as sound level meters, and combustible gas detectors, where appropriate.

B. To outline the method of reporting the accident facts and the investigator's or BOI's opinions and recommendations to the involved bureau head and the Department's Designated Agency Safety and Health Official (DASHO).

1.2 SCOPE.

A. Every serious accident is to be investigated by a trained investigator or a BOI supported by a trained investigator, except when exempted by the DASHO at the request of the bureau head.

B. The investigation is to establish the facts and sequence of events related to the accident; determine the contributing causes of the accident, including management system deficiencies, when applicable; and identify ways to prevent a recurrence of the accident in any Departmental operation. The investigator/BOI is not to place blame for the accident or to make recommendations for disciplinary action. The witness statements and other findings are not to be used as the basis for disciplinary action.

C. These procedures may also be used by bureaus for investigating less serious accidents.

D. Aircraft accidents are investigated by the Office of Aircraft Services. (See 352 DM 6 for the requirements.)

1.3 DEFINITIONS.

A. Board of Investigation (BOI) - A team of at least three members, plus a safety and health professional who is trained in accident investigation techniques, designated by the bureau involved or DASHO, to investigate a serious accident and report the accident facts and its opinions and recommendations. The suggested team composition is identified in paragraph 1.5.

B. Preliminary Notice - A written notice to the DASHO by the involved bureau of a serious accident, as a follow-up to the initial notification by telecommunications, containing only the basic facts for information sharing. (See Exhibit 3.)

C. Factual Report - A written report by the investigator/ BOI to the bureau head

containing only the facts related to the serious accident. (See Exhibit 4.)

D. Investigative Report - A written report by the investigator/BOI to the bureau head containing the results of the investigation -- the investigator's/BOI's opinions as to why management control systems did not prevent the accident (if applicable), and recommendations for preventing similar accidents. (See Exhibit 4.)

E. Serious Accident - A job-related fatality or imminently fatal injury or illness to an employee, or to anyone else as a result of an employee action or Departmental activity; a Department-related occurrence which results in five **(three)** * or more persons hospitalized; or a property damage accident resulting in $100,000 or more of loss, including clean up costs.

*** Please note: The Occupational Safety and Health Administration changed the reporting requirement, effective May 2, 1994. The current 485 DM Chapter 7 will be revised to reflect this requirement.**

1.4 IMMEDIATE NOTIFICATION.

A. For a serious accident, obtain emergency aid for the injured, protect others from injury and property from unnecessary damage, and immediately notify those specified in the bureau's accident reporting procedure. **Immediate notification of a serious accident shall be made to the Chief of the OSH. (See 7.3F)**

B. For a serious accident, the bureau is to notify the Manager, Safety and Occupational Health Staff, (MSOHS) as soon as possible by telecommunications. The bureau should contact the injured employee's family. **Project Leaders are responsible for ensuring that initial contact is made with the injured employee's family.**

A letter, for the signature of the Secretary of the Interior, will be prepared for the next of kin of an employee receiving a fatal injury. The letter will be prepared by Personnel and submitted for the Secretary's signature and forwarded through management channels.

C. Upon receiving notification of a serious accident, the MSOHS will notify the DASHO, the Office of the Secretary, the Solicitor's Office, the Public Information Office, OSHA, and others as appropriate.

D. See 352 DM 6 for additional requirements for reporting aviation accidents and serious aircraft incidents.

1.5 APPOINTMENT OF A TRAINED INVESTIGATOR OR BOI.

A. As soon as possible after notification of a serious accident, the bureau appoints a

trained investigator or a BOI supported by a trained investigator. The investigator/BOI should be appointed within 24 hours and should report to the accident site within 48 hours, even if it falls on a weekend or holiday.

After notification of a serious accident, the Assistant Director - Budget and Administration shall determine, in consultation with the Chief, OSH, if a trained investigator or a BOI team member supported by a trained investigator shall be appointed.

B. If a BOI is used to conduct the initial investigation, it should include at least three members and an advisor(s), as identified below, based on their expertise related to the type of accident to be investigated. Each is to be from a region, other than the one experiencing the accident and without any functional responsibility for the activity or persons involved.

(1) A senior manager from a similar operation as chairperson.

(2) Another line management official.

(3) A specialist in the type of work involved in the accident.

(4) A safety and health professional, trained in accident investigation techniques, as a technical advisor.

C. A group of line managers should be trained by the bureau in the basics of systematic accident investigation techniques and the bureau's procedure to enable them to perform more efficiently if called upon to serve on a BOI. **A group of selected employees shall receive 16 hours of training by the National Biological Service in the basics of systematic accident investigation techniques.** Safety and health professionals should receive at least 40 hours of classroom training in accident investigation techniques.

D. Additional expertise may be required to complete the investigation. Experts from organizational units, including the one having the accident, may serve as advisors.

1.6 CONDUCT OF THE INVESTIGATION.

A. The accident site should be secured and all possible witnesses identified.

B. The manager over the work involved in the accident should:

(1) Have photographs (color prints, using other than self-developing film) taken of the accident site and related tools, equipment, etc., which might aid the BOI.

(2) Upon request of the bureau, obtains initial signed and dated statements from all potential witnesses concerning the accident.

(3) Brief the investigator/BOI on the job that was being performed and any other information that may assist the investigation.

C. The investigator/BOI is to have access to all evidence, photographs and their negatives, sketches, witness statements, official records, etc., that may aid the investigation.

D. At the initial meeting of a BOI, the chairperson should brief the members on the following:

(1) Purpose and scope of the investigation and the process to be followed (formats, time constraints, interviews, etc.).

(2) Background and preliminary details of the accident.

(3) Status of the accident scene (security, existing hazards, personal protective equipment required, etc.).

(4) Arrangement for clerical and administrative support.

E. The investigator/BOI should develop an action plan and schedule to ensure the efficient use of time and resources. (See Exhibit 1 for a suggested plan outline.)

F. At the accident site, the investigator/BOI should:

(1) Ensure the scene is secured.

(2) Become familiar with the site.

(3) Ensure hazards are identified and corrected or secured.

(4) Identify and document physical evidence.

(5) Photograph and sketch the accident scene if it has not already been done.

(6) Release the scene as soon as possible.

G. The investigator/BOI should identify and gather supporting documentation, such as operating procedures, inspection and maintenance records, equipment service manuals, training records, building drawings, schematics, flow diagrams, safety meeting and/or committee minutes, etc. Copies of pertinent data will be made part of the investigation record.

H. Prior to interviewing the witnesses, the investigator/BOI should review any written statements they have provided and make a list of specific questions for each witness.

I. Conduct interviews as outlined in Exhibit 2.

J. If evidence of criminal activity (other than negligence, dereliction of duties, or disobedience of a directive) is discovered, the investigator/BOI should discontinue the investigation and notify the Office of the Inspector General (OIG) immediately. If the evidence is based on confidential witness statements, the investigator/BOI should not disclose the individual's statement, but provide a list of all witnesses to the OIG.

1.7 REPORTS.

A. The investigator/BOI should immediately report through appropriate bureau channels to the head of the bureau, or designee, any corrective actions that need to be taken to prevent a similar accident.

B. The bureau should provide the DASHO a written Preliminary Notice as soon as feasible (normally within 24 hours) on the basic facts (no opinions or recommendations) surrounding the accident.

C. The investigator/BOI should provide their reports to the bureau safety manager within 30 working days for a quality control review.

D. The original and one copy of the completed Factual and Investigative Reports should be submitted through normal bureau channels, without any changes, to the head of the bureau within 45 working days of the occurrence.

E. The bureau head should transmit, within 10 working days, the completed Factual and Investigative Reports to the DASHO. The transmittal should include a statement of concurrence or nonconcurrence with the investigator's/BOI's opinions and recommendations, note corrective actions already taken or proposed, and recommendations for actions by higher management and/or other agencies.

F. The involved Bureau Safety Office should be the Office of Record for these reports.

G. The MSOHS will prepare an abstract of the accident for the DASHO to distribute throughout the Department, for the Secretary to send to OSHA within 45 calendar days of the accident, and to share with other agencies as appropriate.

1.8 MANAGEMENT BRIEFINGS.

A. The investigator/BOI may be requested by the bureau head to make oral

presentations to management on the opinions and recommendations included in the report.

B. Upon request by OSHA, a formal presentation will be provided them.

C. Upon completion of the investigation, the bureau head may be requested to personally brief the Secretary to explain the accident and corrective actions to prevent similar accidents.

1.9 MANAGEMENT ACTION.

A. A corrective action plan is to be submitted by the local manager of the unit incurring the accident to the bureau head, through appropriate channels regarding the recommendations in the investigative report.

B. The bureau head is to provide the DASHO a corrective action plan.

C. The DASHO will request the heads of bureaus to review their operations in light of the investigative findings and recommendations and inform him of their expected time frame for implementing any appropriate actions to prevent a similar accident.

D. Factual information from the investigation may be distributed to other bureaus and agencies by the MSOHS.

1.10 FOLLOW-UP. Status reports should be provided the bureau head at least every 90 days until all appropriate corrective actions have been implemented.

1.11 CLOSING THE CASE.

A. When all corrective actions have been implemented, the bureau head is to notify the DASHO, the Solicitor, and others as appropriate.

B. The investigator/BOI should itemize their collection of evidence and supporting documentation and turn it over to the Bureau Safety Office, as the Office of Record, for retention unless determined otherwise by the Office of the Solicitor.

1.12 INTERFACE WITH OSHA. The MSOHS will notify the Office of Federal Agency Programs of the accident when it meets OSHA reporting criteria, and submit a copy of the abstract of the accident to them through the Office of the Secretary.

OUTLINE FOR A BOARD OF INVESTIGATION ACTION PLAN

1.0 Initial visit to the accident site.

- 1.1 Verification of security at the accident site.
- 1.2 Photographs and sketches.
- 1.3 Evidence identification and documentation.
- 1.4 Acquaintance with the system or process.
- 1.5 Identification of environmental conditions.

2.0 Collection of supporting documentation.

3.0 Interview of witnesses, managers, supervisors, and others.

4.0 Release the accident site.

5.0 Prepare the Factual Report.

6.0 Analyze evidence and witness statements.

7.0 Formulate opinions and recommendations, and preparation of the Investigative Report.

8.0 Conduct briefings.

9.0 Catalog evidence and transfer it to the Bureau Safety Office.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

INTERVIEWING A WITNESS

Witness statements are one of the most important and fragile pieces of information the investigator has. To obtain the most from these statements, the following points should be considered:

1. Interview should be conducted as soon as possible. If the investigator/BOI is to be delayed in arriving at the scene, the manager-in-charge may be requested to have each potential witness provide a signed and dated written statement of their knowledge of the accident.

2. All potential witnesses to the occurrence should be interviewed separately, even non-eyewitnesses who have only indirect knowledge of or responsibility for events surrounding the accident.

3. The interview should be recorded by either tape, shorthand, or longhand at the discretion of the investigator/BOI and with the concurrence of the witness. The witness should be asked to review the statement after it is transcribed and corrected. Give the witness a copy of the statement.

4. Set the witness at ease. Explain the purpose of the investigation--to prevent another accident. Be courteous since the witness does not have to give a statement; and if possible, relieve any concern regarding the statement being used as the basis for disciplinary action against anyone.

5. The witness should be asked to state his/her job classification, responsibilities, and length of service.

6. One person should conduct the majority of the interviews. Other BOI members should ask questions as necessary with follow-up by the principal interviewer.

7. Ask the witness to state an account of the accident. The witness should not be interrupted. Be a good listener. Periods of silence while witnesses gather their thoughts have been found to encourage them to expound more fully and to avoid omissions.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

8. After the witness provides a statement, questioning along the following lines may be appropriate. (Keep the questions simple, but avoid asking questions that can be answered 'Yes' or 'No'.)

A. Ask for more detail or clarification on what the witness reported in his/her statement.

B. Ask for related information about job planning, training, design, inspections, supervisory effectiveness, etc.

C. Ask about the conditions that existed immediately prior to and following the accident.

D. Ask if the potential for the accident was recognized or discussed prior to the accident. Was an activity or job hazard analysis prepared or reviewed with the work group prior to beginning the work?

E. What, if anything, was done differently in the performance of the task at the time of the accident?

F. Had similar incidents occurred before without serious consequences?

G. Were any work rules or procedures being violated at the time of the accident?

H. How could this accident have been prevented by the employee? By management?

I. Ask if there is anything else he/she would like to tell.

J. Ask who else should be interviewed.

9. Show witnesses a sketch of the accident site and ask them to identify their location during the accident sequence. If necessary, accompany witnesses to the accident site.

10. If there is any question about interviewing the injured, the Department's Medical Director or the treating physician should be consulted.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

11. All interviews and witness statements are to be treated as confidential. Neither the witness' supervisor, manager, or fellow employees, nor anyone else related to the accident should be present during the interview. Exceptions are when the witness wishes to have others present, or the bureau requests the local manager to take initial statements from the witnesses, prior to the arrival of the investigator/BOI.

12. Let the witness know a second interview may be required for clarification, however this should not appear to be harassing the witness or questioning a previous statement. Witnesses should be invited to contact the investigator/BOI if they think of any other information that may aid the investigation.

13. Witness statements change with time, so it is essential that the first statement, which is generally the most accurate, be thorough.

14. Schedule witnesses so they arrive one at a time and do not have to wait extensively before they are interviewed, or have the opportunity to compare recollections with each other.

15. Arrange the interview room so the witness and investigator/BOI are not separated by a desk or table. Select a room that is comfortable for the witness; e.g., in the witness' work area rather than the central office conference room, for field oriented employees.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF PRELIMINARY NOTICE TRANSMITTAL

Memorandum

To: Designated Agency Safety and Health Official (PPS)

Through: Manager, Safety and Occupational Health Staff (PPS-SH)

From: (Involved Bureau Head)

Subject: Preliminary Notice, Fatal Injury to John Doe, June 4, 19xx

Attached is the preliminary notice concerning the fatality of John Doe, Division of Building Maintenance, on June 4, 19xx. We have initiated a formal investigation of the accident and will have more information later.

Bureau Head

Attachment

cc: Bureau Safety Manager

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF PRELIMINARY NOTICE

PRELIMINARY NOTICE

FATAL INJURY TO JOHN DOE

John Doe, a roofer with the Division of Building Maintenance, Bureau XYZ, fell to his death at approximately 2:15 p.m. MST on June 4, 19xx. Mr. Doe was assigned the job of resealing a roof that is sloped at an angle of 18 degrees. He was working alone on the northwest corner of the roof of the Administration Building located at 126 Jones Road, Denver, Colorado. He was applying sealant from the peak towards the eaves when he fell approximately 24 feet to the ground, sustaining fatal injuries.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF TRANSMITTAL MEMO TO DASHO

Administratively Confidential

Memorandum

To: Designated Agency Safety and Health Official (PPS)

Through: Manager, Safety and Occupational Health Staff (PPS-SH)

From: Head of Involved Bureau

Subject: Factual and Investigative Reports, Fatal Injury to John Doe, June 4, 19xx

Attached are copies of the Factual and Investigative Reports of John Doe's fatal accident. These reports have been reviewed by appropriate management in this organization and no additional comments are offered. Also attached is a copy of our action plan to address the recommendations presented in the Investigative Report.

Please review the reports and I will coordinate a time with you when I can brief the Secretary on the accident.

Bureau Head

Attachment

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF TRANSMITTAL MEMO TO BUREAU HEAD

Administratively Confidential

Memorandum

To: (Involved Bureau Head Through Appropriate Channels)

From: (Investigator or Chairperson of BOI)

Subject: Factual and Investigative Reports, Fatal Injury to John Doe, June 4, 19xx

The original and one copy of the Factual and Investigative Reports of John Doe's fatal accident are attached. After your review of the reports, (I/we) would welcome the opportunity to meet with you to discuss our findings and recommendations, and to answer any questions you may have.

Bill Smith

Attachments

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF FACTUAL REPORT COVER

U.S. Department of the Interior

FACTUAL REPORT

FATAL INJURY TO JOHN DOE

DIVISION OF BUILDING MAINTENANCE

BUREAU OF XYZ

JUNE 4, 19xx

Submitted by:

Bill Smith (Investigator/Chairperson)	Date

BOI Members: (If Appropriate)

C. J. Peoples	Date
J. J. Holland	Date

BOI Safety and Health Advisor:
R. A. King

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF INVESTIGATIVE REPORT COVER

Administratively Confidential

U.S. Department of the Interior

INVESTIGATIVE REPORT

FATAL INJURY TO JOHN DOE

DIVISION OF BUILDING MAINTENANCE

BUREAU OF XYZ

JUNE 4, 19xx

Submitted by:

Bill Smith (Investigator/Chairperson)	Date

BOI Members: (If Appropriate)

C. J. Peoples	Date
J. J. Holland	Date

BOI Safety and Health Advisor:
R. A. King

This report has been developed to improve the Department of the Interior's safety and health program. This report shall not be reproduced.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF FACTUAL REPORT

U.S. Department of the Interior

Factual Report

Fatal Injury to John Doe

Division of Building Maintenance

Bureau of XYZ

June 4, 19xx

Summary

John Doe, a roofer with the Division of Building Maintenance, Bureau XYZ, fell to his death at approximately 2:15 p.m. MST on June 4, 19xx. Mr. Doe was assigned the job of resealing a roof that is sloped at an angle of 18 degrees. He was working alone on the northwest corner of the roof of the Administration Building located at 126 Jones Road, Denver, Colorado. He was applying sealant from the peak towards the eaves when he fell approximately 24 feet to the ground, sustaining fatal injuries.

Background of the Accident

On the day of the accident, Mr. Doe was a member of a roofing crew supervised by Sam Smith, Foreman. The crew had been assigned the job of resealing the roofs of two Administration Buildings on Jones Road. Mr. Smith divided the crew into two groups. Mr. Smith went with one group that was to work on the building at 128 Jones Road while Mr. Doe, B. Brown, C. White, D. Blue, and E. Brewer were assigned to work on the building at 126 Jones Road.

The roof of the building at 126 Jones Road is sloped at an angle of 18 degrees. It is 24 feet from the eaves of the roof to the ground. Mr. Doe was working alone on the northwest corner of the roof. He was applying sealer with a mop and had started at the peak of the roof and was working toward the eaves.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

The Accident

Mr. Brown was on the ground near where Mr. Doe was working overhead, heard a yell, turned around, and saw Mr. Doe on the ground.

Post-Accident Events

Mr. Brown had Mr. White call for an ambulance. Mr. Doe's injuries were such that first aid treatment was inappropriate. Mr. Brown accompanied Mr. Doe in the ambulance to Humana Hospital where Mr. Doe was pronounced dead.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

EXAMPLE OF INVESTIGATIVE REPORT

Administratively Confidential

U.S. Department of the Interior

Investigative Report

Fatal Injury to John Doe

Division of Building Maintenance

Bureau of XYZ

June 4, 19xx

The following opinions and recommendations are based on a detailed investigation of the subject accident. We are of the opinion that John Doe fell 24 feet to his death due to his failure to observe the accepted practice of being secured to the building with an adequately attached lifeline. Several contributing factors have been identified including design, pre-job planning and procedural control, training, management, and supervisory effectiveness.

Our opinions relative to design are:

- Lifelines were available to use; however, there were no provisions to adequately secure a lifeline.

- Provisions to secure lifelines have been added to the roof of a few buildings where the structure does not already provide suitable attachment points.

We are of the opinion that the provision of attachment points for lifelines combined with the use of lifelines and safety belts would have prevented this accident. We recommend that:

1. All buildings, where roof maintenance is required, be evaluated to determine if modifications need to be made to allow the attachment of lifelines.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

Administratively Confidential

Our opinions relative to pre-job planning and procedural control are:

- According to those interviewed, pre-job planning identified the tools, materials, and equipment necessary to perform this operation with the exception of a means to secure lifelines.

- Pre-job planning did not identify a means to control the recognized hazard of not using a lifeline when performing maintenance on a roof of this type.

- The job was considered routine; therefore, pre-job planning did not include a discussion of specific tasks to be accomplished, hazards that would be encountered, and how the hazards were to be controlled.

- A formal method, such as job safety analysis (JSA), was not used to identify hazards associated with this operation.

- An operating procedure had not been prepared for roofing operations.

Our opinion is that pre-job planning and procedural control was not fully effective since it did not ensure that hazards inherent to this job were eliminated or controlled. We recommend that:

2. Pre-job planning determine how the job will be performed, identify hazards that may be encountered, and determine how hazards identified will be eliminated or controlled.

3. A technique like JSA be used to provide a method to identify job steps and associated hazards.

4. An operating procedure be established using the results of the JSA to assist when planning future jobs of this type.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

Administratively Confidential

Our opinions in regard to training are:

- All employees involved in building maintenance are required to receive 1 year of on-the-job training. There is not a plan that outlines required areas of on-the-job training that the individual must complete during the one-year time frame. Mr. Doe completed his training period on October 21, 19xx.

- The foreman had received only four hours of training on supervisory skills since becoming a foreman five years ago. He had not received any training regarding his safety and health responsibilities.

- Supervisors and managers in the chain of command above the foreman had not received training regarding their safety and health responsibilities.

We are of the opinion that the on-the-job training provided Mr. Doe may not have covered all aspects of his job, and his foreman had not been provided adequate training to fulfill his responsibilities. It is also our opinion that other supervisors and managers had not received adequate training regarding their safety and health responsibilities. We recommend that:

5. A plan be developed which specifies required areas, time frames, criteria for completion, and a means to monitor progress for on-the-job training programs.

6. Safety and health aspects of the job be included in on-the-job training.

7. Foremen be required to receive training regarding supervisory skills, safety and health responsibilities, and hazards recognition.

8. All managers and supervisors be required to receive training regarding their safety and health responsibilities.

SERIOUS ACCIDENT INVESTIGATION/REPORTING PROCEDURES

Administratively Confidential

Our opinions in regard to management and supervisory effectiveness are:

- Mr. Doe had a safety belt around his waist; however, it had not been secured to a lifeline.

- The foreman, supervisor, and branch chief were all aware of the fall hazard when working from a roof of this type.

- The foreman was aware that lifelines were not being used.

- According to those interviewed, enforcement of the use of safety belts and lifelines was inconsistent. The foreman had not required employees to use safety belts and lifelines in the past where it was difficult to provide adequate means of attaching lifelines.

- The lack of suitable attachment points for lifelines on some buildings had been reported in the past by the foreman in accordance with Division of Building Maintenance procedures. However, it was reported that action had not been taken or planned due to lack of funds. No alternative means of protection was provided.

We are of the opinion that the responsibilities of each level of supervision in eliminating or controlling hazards associated with this operation may not have been satisfactorily discharged. This may have been due to a lack of management training and accountability. We recommend that:

9. Supervisors ensure that lifelines and safety belts are used on all roofing jobs where fall hazards exist.

10. Managers, supervisors, and foremen at all levels be held accountable for fulfilling their safety and health responsibilities, after they have been provided adequate training regarding these responsibilities.

11. All managers take prompt action on reported hazards to include providing an interim means of protection if there is a delay in eliminating or properly controlling the hazard.

SAFETY AND HEALTH HANDBOOK
Chapter 8
Employee Reports of Unsafe Conditions and Allegation of Reprisal

8.1 Purpose. This chapter specifies the minimum Program requirements for handling, investigating, and resolving employee reports of unsafe or unhealthful conditions, and allegations of reprisal.

8.2 References.

A. Executive Order 12196, Section 1-201 (f) and (h).

B. 29 CFR 1960.28, Employee Reports of Unsafe or Unhealthful Working Conditions.

C. 29 CFR 1960, Subpart G, Allegations of Reprisal.

8.3 Requirements for Handling Employee Reports of Unsafe or Unhealthful Conditions.

A. Each bureau will establish and maintain formal and informal processes for employees, or their representatives, to report unsafe and unhealthful conditions in the workplace; and to request an inspection of the condition(s).

B. The informal process will be one that encourages employees to verbally report unsafe and unhealthful conditions to their supervisors. It will also encourage supervisors to act promptly and appropriately on employees' reports so that the more time-consuming formal process is unnecessary. **Reports of unsafe or unhealthful conditions by employees are an important means of identifying potential hazards before accidents or injuries/ illnesses occur, and are encouraged at all levels. Reports should be handled at the operating level to expedite corrective action. However, provisions are made to make these reports or complaints directly to the Center Director.**

All levels of management shall ensure that employees are informed of all channels for reporting unsafe or unhealthful conditions. Emphasis should be placed on personal responsibility for making such reports. The methods of hazard reporting are listed below in the order of priority.

(1) Reports directly to the supervisor.

(2) Reports to the local safety committee or safety officer.

(3) Reports through next appropriate level.

5-

(4) Reports through the National Biological Service hazard reporting system as noted in 8.3C.

C. The formal process will be in writing and provide employees or their representatives the opportunity to remain anonymous and still be informed of the resolution of their concerns. It will also include provisions on how employees or their representatives may appeal to higher authorities, including the DASHO and the Secretary of Labor. (See 29 CFR 1960.28.)

Reports will be in writing and submitted to the Center Director. Normally, reports will be signed but anonymous reports will be investigated in the same manner as other reports.

Employees submitting signed reports who request anonymity will have their identities kept confidential to anyone other than those authorized by the OSHA Act.

All reports will be investigated by the Center Director or personnel under the Center Director's guidance, and a written reply forwarded to the originator of the report, if known, within 10 working days of receipt of the hazard report. If this cannot be accomplished, the originator should be provided with an interim response. When the reported hazard is verified, the reply should indicate the corrective actions taken. If a hazardous condition does not exist, the reply should provide the basis for this conclusion and encourage informal contact with the NBS Safety Staff if additional explanation is necessary. The reply should also inform the individual of his right to appeal. Every effort, including consultation with the nearest Regional Federal OSHA Office, will be made to resolve the employee's questions or dissatisfaction.

If the originator is dissatisfied with the response from the NBS Safety Staff, an appeal may be made to the Director. If the Director's response is not satisfactory, an appeal may be made to the nearest Regional Federal OSHA Office. Appeal reviews will be completed within 20 working days from receipt.

D. In the case of imminent danger situations, employees or their representatives will be able to make reports by the most expeditious means available and follow-up with written reports.

Reports involving imminent danger or loss of life may be made via telephone to the NBS Safety Staff, with follow-up in writing to minimize delays in investigation and abatement.

E. A log of reports of unsafe or unhealthful conditions will be maintained by the appropriate safety office or establishment and the conditions will be tracked until they are resolved. (See 29 CFR 1960.71.) **Copies of reports submitted under the**

National Biological Service hazard reporting system will be retained for at least 5 years.

F. Reports of imminent danger conditions will be investigated within 24 hours. **Reports of imminent danger will be investigated immediately.** Potentially serious conditions will be investigated within 3 working days and other hazardous conditions within 20 working days.

G. Employees or representatives submitting a report will be notified in writing by the official in charge of the establishment within 15 calendar days, if the official does not plan to make an inspection.

H. A copy of the bureau's report of an inspection, made as a result of an employee's formal report of an unsafe or unhealthful condition, will be provided to the employee, or his/her representative, within 15 calendar days after completion of investigating a safety concern, and within 30 calendar days for a health concern. If additional time is required, the employee or representative will be notified of the expected due date.

I. If OSHA receives a report of an unsafe or unhealthful condition, it has the option of allowing the Department to conduct its own investigation.

8.4 Requirements for Handling Employee Allegations of Reprisal Reports.

A. Employee allegations of reprisal related to participation in the Program will be handled through Departmental administrative grievance procedures (370 DM 771, 3) or appropriate collective bargaining agreements, with technical assistance of the appropriate safety office as needed. The specific procedures will be documented by the bureau and provided to its employees.

B. Copies of investigation findings will be provided to the bureau safety and health manager. A copy will also be provided to the Secretary of Labor, upon request.

SAFETY AND HEALTH HANDBOOK
Chapter 9
Safety And Health Council, Committees, and Working Groups

9.1 Purpose. This chapter specifies the Program requirements for the structure and function of the Department's Safety and Health Council, employee/management safety and health committees, and for safety and health working groups.

9.2 References. 29 CFR Part 1960, Subpart F identifies requirements for certified committees and should be considered in establishing non-certified committees within the Department.

9.3 Safety and Health Committees.

A. Each bureau should use committees at its headquarters and appropriate field locations to enhance safety and health in the workplace.

Where appropriate, each Center Director will establish one or more safety committees to enhance effective communications between employees and management. Where such committees are established, meetings will be conducted on a quarterly basis, as a minimum.

Committees and their purpose are varied depending on the complexity and size of an organization and the nature of its operation. The committees are an integral part of the overall management effort to ensure that safe and healthy working conditions are established and maintained, including safe work habits and methods. A facility may have a primary committee which establishes subcommittees for purposes of research, investigations, inspections, or special safety projects. Each committee should:

(1) Have authority to act within certain constraints.

(2) Be composed of knowledgeable employees whose advice and recommendations line authority will accept and implement.

(3) Be timely in its response to the problems at hand.

(4) Be knowledgeable of the processes and "physical plant" (real estate, machinery and equipment, labor methods, etc.) that are producing the problems, conditions, or concerns with which they are dealing.

(5) Have knowledge of the policy, regulations, standards, rules, procedures, etc., which guide and define the parameters of their operational activities and suggested solutions.

The safety committee should be composed of no fewer than three but no more than five members. Each member of the committee shall serve not less than 1 year.

Facilities having four or fewer employees have the option of foregoing the implementation of a formal safety committee by requiring quarterly safety meetings with all employees in attendance. During these meetings, safety problems and resolutions, project assignments, status reports, and safety awareness activities should be discussed. Such meetings are not intended to be a management-by-committee-rule process, but rather a safety forum presided over by the facility's manager or the designated safety officer where meaningful safety business is conducted and positive results achieved.

Each field station will develop a station safety plan covering its physical layout, activities, environmental factors, and emergency procedures. The plan should be developed by the station safety committee. It should not duplicate other instructions although reference to other pertinent instructions is appropriate. The plan should contain complete instructions for emergencies, precautionary measures concerning any unabated hazards or situations unique to the station, safe procedures and techniques for station activities, provision for assisting the visiting public, and other appropriate matters. The plan should be reviewed by the station safety committee at least annually and updated as necessary.

B. Where committees exist, they will serve as advisors to their respective management. Their scope of responsibility and involvement will be established in a functional statement, approved by their management.

C. Committee meeting minutes, the committee's recommendations, and management's responses will be in writing and retained for at least 2 years by the bureau.

D. Committee members should receive appropriate training within 6 months of their appointment to the committee. (See Chapter 13.)

9.4 Department's Safety and Health Council (Council).

A. The Council provides a focal point for coordinating safety and health program activities of the bureaus, and serves as an advisory body on Program matters to the DASHO. It also provides a forum for the exchange of safety and health program information between the SOHS and bureau safety and health managers, as well as other Departmental officials. **The Chief, Office of Safety and Health will represent the NBS as a member of the Council.**

B. The Council will be structured and operate in accordance with established Bylaws approved by the DASHO and maintained by the Council.

9.5 Safety and Health Working Groups.

A. Working groups will be composed of at least three bureau safety and health managers, or their designees, who have agreed to work together to develop Program element guidelines or other documentation, to conduct research on specific safety and health issues, or to perform other tasks on behalf of the Department.

B. When a working group completes a draft Program element guideline or other project, the SOHS will distribute it to all bureau safety and health managers for review and comment. The comments will be summarized and returned to the working group for consideration and resolution. The draft document will then be circulated for final comment prior to being published.

57

SAFETY AND HEALTH HANDBOOK
Chapter 10
Safety Management Awards

10.1 Purpose. This chapter specifies the minimum Program requirements for establishing and administering Departmental recognition of bureau safety and health program performance. (Each bureau will establish and administer a system(s) to recognize and promote safety and health performance within the bureau.)

10.2 References. 29 CFR 1960.11.

10.3 Requirements.

(RESERVED)

SAFETY AND HEALTH HANDBOOK
Chapter 11
Staffing Safety And Health Positions

11.1 Purpose. This chapter specifies the minimum Program requirements for staffing safety and health positions within the Department.

11.2 References.

A. Federal Personnel Manual 335.1.11 C.

B. OPM Personnel Qualification Standard Series 018, 019, 803 and 690.

11.3 Safety and Occupational Health Staff (SOHS). The SOHS will have a Director (MSOHS) and Deputy Director that meet the OPM qualifications for Safety Manager/Engineer GM-018/803. Other staff members will have the appropriate OPM qualifications for their assigned duties.

11.4 Bureaus.

A. Each bureau will have a safety and health manager who meets, as a minimum, the OPM qualifications for GM-018/803, plus other qualified staff, as appropriate.

B. The Bureau DASHO will designate a professional safety and health manager (meeting the OPM qualifications for GM-018/803 at an equal or higher grade) to serve as the subject matter expert to review applicants for bureau safety and health manager vacancies. **The Chief, Office of Safety and Health will perform this function.**

C. The bureau safety and health manager or a qualified designee will serve as the subject matter expert to review applicants for full-time professional safety and health position vacancies within the bureau. The bureau safety and health manager will be provided the opportunity to advise management on the selection of collateral-duty safety and health personnel within the bureau. **The Chief, Office of Safety and Health will perform this function.**

D. Collateral-duty safety and health personnel will be trained, through courses in the basic elements of organizing, planning, and managing an effective safety and health program, within 6 months of assuming safety and health management duties. An exception is when they have had the training/experience within the previous three years.

SAFETY AND HEALTH HANDBOOK
Chapter 12
Professional Development

12.1 Purpose. This chapter specifies the minimum Program requirements for developing and administering a formal professional development plan for the Department's full-time safety and health professionals.

12.2 References.

A. 29 CFR 1960, Subpart H, Training.

B. OPM Technical Standard 227, Qualification Standard for Administration, Management, and Specialist Positions.

12.3 Requirements.

A. The MSOHS will:

(1) Identify, by series, grade, and position, the minimum knowledge, skills, and abilities to fully perform the functions of each generic position in the Department.

(2) Identify appropriate training courses/experiences and available sources to satisfy these knowledge and skill needs.

(3) Establish employee development plans for SOHS employees and maintain records of their training.

B. Each bureau will:

(1) Expand the generic professional development program to identify specific/special knowledge, skills, and abilities required for its safety and health positions, and identify special training needs of its safety and health professionals.

(2) Provide the resources necessary to equip the safety and health professionals with the training needed to fulfill their responsibilities.

(3) Prepare and maintain employee development plans for safety and health professionals and maintain records of their training.

(4) Encourage its safety and health professionals to obtain certification in a professional organization(s) and to participate in local Field Federal Safety Council activities.

SAFETY AND HEALTH HANDBOOK
Chapter 13
Safety And Health Training

13.1 Purpose. This chapter specifies the minimum Program requirements for safety and health training for Departmental managers, supervisors, safety and health committee members, safety and health personnel, inspectors, employees, and employee representatives.

13.2 References. 29 CFR 1960, Subpart H, Training.

13.3 Requirements. Each bureau will develop and implement an annual safety and health training plan that encompasses the following:

A. Employees (including managers and supervisors) will receive orientation training in the Program, including their rights and responsibilities under the Program, and applicable information on the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR 1960, this document, and other applicable regulations.

(1) Supervisors are responsible for program orientation of all personnel under their jurisdiction. During each employee's first week on the job, the supervisor shall explain the policies, rules and regulations, emergency procedures, and any special condition peculiar to employee's working environment. This information will include:

(a) Presentation and discussion of the Director's safety and health policy.

(b) Identification and demonstration of safe working procedures related to the employee's responsibilities, carefully pointing out inherent hazards.

(c) Discussion of any physical limitations to be considered before assignment of duties.

(d) Issuance of hard hats, gloves, or other personal protective equipment needed for work. Explanation of the proper use and where to get other personal protective equipment.

(e) Arrangements shall be made for required and needed training, including hazard communications, prior to the employee being assigned to a task involving hazardous materials exposures.

(f) Arrangements shall be made for medical approval, fit testing and training of any employees required to wear respirators.

(2) Supervisors shall provide the following information to employees involved in motor vehicle operations:

(a) Authorized vehicle use.

(b) Vehicle accident reporting kit (Department of Interior Form DI-135).

(c) Emergency equipment required.

(d) Vehicle inspection procedures.

(3) Supervisors shall provide the following information to all employees:

(a) Accident reporting responsibility and reporting procedures.

(b) Hazardous condition reporting procedures.

(c) Fire hazards and fire plan.

B. The minimum knowledge and skills required will be identified for each hazardous work activity; e.g., operation of a chain saw, tractor, etc. Employees who perform these activities will be screened prior to their initial assignment, then rescreened periodically to determine if further instruction, practice, or formal training is needed.

C. Employees will be given specialized training, when needed, to equip them with the knowledge and skills to safely perform assigned tasks, and to respond effectively to recognized potential emergencies; e.g., fires, injuries, or other types of accidents. Certification procedures for high-hazard tasks; e.g., use or transporting of explosives, will be documented and carried out by certified examiners.

(1) Hazardous environment training will be provided to employees working in hazardous environments to enable them to deal with the problems they may encounter. Such activities will include, but are not limited to:

(a) Arctic survival.

(b) Boat handling: Courses, such as offered or required by the Department of the Interior, U.S. Coast Guard Auxiliary, or specifically designed by the NBS, must be provided to those operators other than vessel masters who will be using such crafts as inflatable boats, river boats, runabouts, air boats, etc., in their duties. (Special training must be provided for those involved in

boat electrofishing activities)

(c) Electrofishing.

(d) Fire fighting.

(e) Hazardous materials handling: explosive, flammable, and toxic substances.

(f) Powder actuated equipment.

(g) Diving

(h) Rock climbing techniques.

(i) Special vehicles: water, garbage and heavy trucks, snow machines, tracked vehicles, and mowers.

(j) Stationary or mobile equipment.

(k) Any activity that necessitates respirator use.

(l) Biological hazards, e.g., zoonotic diseases.

(2) All designated first aiders shall also be trained in the hazards of bloodborne pathogens and shall be provided with appropriate personal protective equipment. If they render assistance in a first aid incident, they shall be offered the hepatitis B vaccine within 24 hours of the time they rendered assistance. If they experience a bloodborne pathogens exposure incident (e.g., a splash to the eyes or exposure of mucous membrane), they shall be provided with a follow-up medical evaluation.

D. Formal classroom training and certification that is given for high-hazard activities will be recorded by the bureau and maintained at least 5 years.

E. Safety and health collateral-duty personnel and supervisors will be given appropriate hazard recognition training within 6 months of being selected for the task. Safety and health committee members should be given similar training.

F. Employee development plans will be developed and monitored by management. The bureau safety and health manager will advise management on specific training to be included for safety and health personnel within the bureau to help them meet present and future Program needs.

G. Formal training and certification programs will be evaluated periodically as required in 370 DM 410, 3.8.

H. The Department's Annual Safety and Health Seminar will provide training for full-time and collateral-duty safety and health personnel, managers, supervisors, employees, and employee representatives.

SAFETY AND HEALTH HANDBOOK
Chapter 14
Activity and Job Hazard Analysis

14.1 Purpose. This chapter specifies the minimum Program requirements for structuring and using activity hazard analyses/job hazard analyses (AHA/JHA) within the Department.

14.2 References. None.

14.3 Requirements.

A. Each bureau will develop and manage a system by which major activities and individual jobs are analyzed as to:

(1) The sequence of work.

(2) The hazards associated with the sequence (action).

(3) The methods or safeguards to prevent, reduce, and/or control the identified hazard(s).

B. Each bureau will require that AHA/JHA are properly used to prevent unnecessary exposure to job-related hazards.

(1) Personnel responsible for safety management shall, where appropriate, conduct hazard analyses as part of developing safety plans and operations.

(a) The hazard analysis is a procedure for systematically identifying real or potential safety and health hazards inherent in a system, which may include any combination of personnel, equipment, facilities, materials, and environment in a functional unit.

(b) The purpose of the hazard analysis is to evaluate planned or existing procedures, designs, processes, and facilities for the elimination or control of unacceptable risks. The goal of hazard analysis is accident prevention.

(c) The description and procedure for conducting a hazard analysis is found in Appendix 1.

C. When work is performed by others; e.g., contractors, the contracting officer (CO) will determine that the person in charge of the work develops appropriate AHA/JHA for the work to be performed. This information will be provided to the CO or contracting officer representative (COR) as part of the accident prevention plan and

will be approved/accepted by the CO/COR prior to permitting the contractor to proceed with the work.

D. The written AHA/JHA will be retained at the job site by the bureau or contractor and made available upon request of persons evaluating/monitoring the activity.

Hazard Analysis

Hazard Analysis is a systematic method for breaking down a job or activity into basic steps and examining each step for potential hazards. For larger operations, it may be necessary to first break the operation into several activities. For each hazard identified, a means of eliminating or controlling the hazard is developed. A completed hazard analysis can serve as a useful training guide as well.

The guidance below is provided to assist in completion of the suggested hazard analysis form that follows:

Basic Job Steps - List chronologically the steps necessary to accomplish the job.

Hazards - List the tools, equipment, materials, chemicals, conditions and/or events used for each job element which could cause injury, illness, or property loss.

Safe Job Procedure - State the correct method of performing the work, including elimination or substitution of the hazard where possible.

HAZARD ANALYSIS

JOB ACTIVITY:

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE
Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, cut, weld, saw, walk, hold, grind, place, etc.). Describe what is done – not how it is done.	For each job step, state what accident could occur and/or what hazard is present. To determine this ask yourself, Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; come in contact with; be caught in, on, or between?	State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, What can I do to eliminate, modify, guard, identify, or protect against the potential accident or hazard, including such things as how the worker stands, or holds, uses, carries, dresses, etc.?

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE

SAFETY AND HEALTH HANDBOOK
Chapter 15
Aviation Safety

15.1 Purpose. This chapter specifies the minimum Program requirements governing the Department's aviation safety program.

15.2 References.

A. Federal Aviation Regulations.

B. 112 DM 12.

C. 350 DM - 354 DM.

D. OAS Operational Procedure Memoranda.

E. 41 CFR 101 Aviation Administration and Coordination.

15.3 Requirements.

A. The Office of Aircraft Services will:

(1) Develop and implement the Department's aviation safety program to include review of bureau programs.

(2) Establish and manage the Department's aircraft accident/incident and aviation hazard reporting systems.

(3) Own and manage the Department's fleet aircraft.

(4) Assign fleet aircraft and/or employees to bureaus as requested to support their programs.

(5) Procure Departmental aircraft, commercial aviation services, and other aviation-related services in support of the bureau programs.

(6) Assist bureaus in determining whether aircraft should be Government-owned, leased, contracted, or chartered.

(7) Coordinate aircraft use.

(8) Establish and maintain standards governing operational procedures, aircraft maintenance, aircrew qualifications and proficiency, and maintenance personnel qualifications.

(9) Develop and maintain an aviation-user training program.

(10) Inspect and monitor aircraft operations to determine if standards are met.

(11) Furnish technical assistance for specialized aviation problems.

(12) Investigate Department-related aircraft mishaps and convene a BOI for aircraft accidents. (See Chapter 7, Appendix 1.)

(13) Organize, implement, and chair the Department's Airspace Committee.

(14) Participate in the Department's Aviation Management Council.

(15) Provide accident summaries to bureaus for distribution to field stations.

(16) Establish minimum requirements for use of personal protective equipment for pilots, crew, and passengers on "special use" flights.

(17) Establish minimum requirements for safety/ emergency equipment to be carried on aircraft.

B. Each bureau, as appropriate, will establish an aviation safety program and aircraft accident prevention program encompassing the minimum requirements specified by the Office of Aircraft Services. Each bureau will also designate an aviation manager and aviation safety manager to oversee the effective implementation of Departmental requirements.

The Assistant Director, Inventory and Monitoring has responsibility for the Aviation management program within NBS.

Under the terms of an Interagency Agreement, the FWS Region 4 Aviation Manager is the NBS Interim Aviation Program Manager.

C. The initial notification, classification, investigation, and documentation of Department-related aircraft accidents/incidents and aviation hazards will be accomplished in accordance with 352 DM 6.

SAFETY AND HEALTH HANDBOOK
Chapter 16
Motor Vehicle Safety

16.1 Purpose. This chapter specifies the minimum Program requirements for the safe operation of over-the-road type motor vehicles for the Department.

16.2 References.

A. Section 211(j) of the Federal Property and Administrative Services Act of 1949 as amended [68 Stat. 1128].

B. 40 U.S.Code Section 491(j).

C. Federal Personnel Manual (FPM) Chapter 930, Subpart 1, Motor Vehicle Operations, and Chapter A, Physical Standards for Motor Vehicle Operations and Incidental Operators.

D. 49 CFR Part 383, Commercial Driver's License Standards; Requirements and Penalties.

16.3 Requirements. Each bureau will establish requirements for the safe operation of motor vehicles that include the following, as a minimum: **Regional Directors are responsible for implementing the requirements of this chapter within their Regions.**

A. Provide a system for restricting motor vehicle operations to qualified and authorized persons. (The use of the United States Government Motor Vehicle Operator's Identification Card, Optional Form 346, is optional.)

B. Require Federal employees who regularly operate a Government, rental, or privately-owned motor vehicle for the Department, and contractor employees who regularly operate a Government motor vehicle for the Department to:

(1) Possess a valid state/international license for the class of vehicle being operated. (They must notify their employer if their driver's license is suspended, revoked, cancelled, or they have been disqualified from holding a license.) **The Annual Motor Vehicle Operator's Certification form in Attachment 1, may be used for this purpose.**

(2) Have their supervisor's approval to operate the vehicle. (Supervisor is to establish that employee has the ability to operate the vehicle safely in the operational environment assigned.)

(3) Be at least 18 years old.

(4) Have their driving record validated by the State (international-licensed drivers exempted) and/or National Driver Register upon employment, and whenever management deems it advisable to review.

C. Require Federal and contractor employees who infrequently operate sedans and other light motor vehicles to meet conditions 16.3.B(1-3) above. Condition 16.3.B(4) is also recommended, but at the bureau's option. **Condition 16.3.B(4) is delegated to the Regional Director and may be redelegated to the immediate supervisor level.**

D. In addition to 16.3.B, require those persons who drive commercial motor vehicles (having either a gross vehicle weight (GVW) rating of more than 26,000 pounds, towing a vehicle with a 10,000 pound or more GVW rating, hauling hazardous material requiring the vehicle to be placarded, or operating a vehicle designed to transport 15 or more persons including the driver) for the Department to:

(1) Possess only one commercial driver's license.

(2) Possess a valid medical examiner's certificate, if required by their State of domicile or location of employment.

(3) Be at least 21 years old.

(4) Notify their employer if their driver's license is suspended, revoked, cancelled, or they have been disqualified from holding a State/international license.

(5) Notify their employer if convicted of any traffic violation other than illegal parking.

E. Require drivers and all passengers to use the provided safety belts at all times when the motor vehicle is in motion, on or off the highway.

F. Access the National Driver Register (NDR) by telecommunications.

G. Provide drivers initial and refresher training as necessary for them to operate safely. Also inform them of the potential penalties (See 49 CFR 383 and 391) for failure to operate motor vehicles in a safe and lawful manner. **The use of National Safety Council Defensive Driver Course materials is recommended for initial and refresher training. The Office of Safety and Health will provide assistance in obtaining driver training materials upon request.**

H. Investigate and analyze vehicle accidents related to Departmental operations and take appropriate action to minimize them.

I. Report Department-related accidents as required in 485 DSHH 7.

J. Include appropriate safety features in purchase orders and lease agreements for non-GSA vehicles.

K. Inspect and maintain motor vehicles in a safe and operable condition.

L. Maintain appropriate records pertaining to the motor vehicle safety program.

All-Terrain Vehicle/Cycle Operator Requirements. The individual can either successfully complete an operator's course developed by a manufacturer or other appropriate source, or by a Service individual who has successfully completed such a course. The training shall include, as a minimum, a review of the owner's manual, and successful completion of "hands-on" exercises which will be done under the observation of an individual who has successfully completed such training.

SAFETY AND HEALTH HANDBOOK
Chapter 16
Attachment 1

Annual Motor Vehicle Operator's Certification

I acknowledge that I am required to operate a motor vehicle as part of my employment with the National Biological Service. I hereby certify that I possess a valid state driver's license for the vehicles that I am required to operate as part of my official duty. I further certify that my state driver's license has not been suspended, revoked or cancelled.

I agree to inform my supervisor if my state driver's license should be suspended, revoked, cancelled or I should be disqualified from motor vehicle operation at any time for one year after signing this certification.

I understand that any false statement on this form constitutes a violation of USC 1001 and is punishable by a fine of up to $10,000 or five years imprisonment or both.

Name of Employee _____

Signature of Employee _____

Date Signed _____

SAFETY AND HEALTH HANDBOOK
Chapter 17
Occupational Health (Industrial Hygiene) Program

17.1 Purpose. This chapter specifies the minimum Program requirements for providing employees adequate protection from adverse environmental conditions; e.g., noise, chemical exposures, excessive temperatures, dusts, mists, vapors, etc. (Refer also to 370 DM 792.7 Medical Surveillance Program.

17.2 References.

A. Executive Order 12196.

B. 29 CFR 1960, Subpart C, Standards.

C. 370 DM 792.7.

17.3 Requirements.

A. The SOHS and each bureau will have readily available the services of an industrial hygienist(s) and/or health physicist(s), either full-time or part-time, Federal or contract, based on their needs. These positions must meet minimum OPM qualifications for the level of expertise required. **The NBS OSH employs a full time industrial hygienist who coordinates the occupational health program and is available for consultation with Center Directors as needed.**

B. Each bureau will develop appropriate, written occupational health requirements, including the following, to meet its needs:

(1) Designating responsibilities for identifying and evaluating potential health hazards in the workplace and resolving them. **Supervisors, project leaders, and Center Directors are responsible for identifying and evaluating hazards under their control and for bringing them to the attention of the OSH when assistance is needed for their abatement.**

(2) Using engineering controls as the primary means to prevent exposure to hazards. Administrative controls and personal protective equipment will supplement engineering controls as appropriate.

(3) Providing a respiratory protection program for employees who are exposed to potentially harmful gases, vapors, and particulates. The written program will include the following procedures, as a minimum:

(a) Selecting and using respirators.

(b) Training for respirator users.

(c) Fit-testing of respirators to users.

(d) Inspecting and maintaining respirators.

(e) Storing respirators.

(f) Medically evaluating (initial and periodic) potential users.

(g) Using and calibrating environmental test instruments.

(h) Surveying work area conditions.

(i) Air monitoring (personal and environmental).

(j) Supervisors are responsible for ensuring that employees are properly trained and protected with the appropriate respirator and cartridges. Respirators will be selected in consultation with the OSH industrial hygienist or other qualified individual such as a local respirator company representative.

(4) Providing a hearing conservation program for employees who are exposed to noise equal to or exceeding an 8-hour time weighted average (TWA) of 85 dBA. The written program includes the following procedures, as a minimum:

(a) Identifying work areas or activities where excessive noise exists.

(b) Identifying employees likely to be exposed to excessive noise.

(c) Monitoring systems for work areas and exposed employees.

(d) Conducting initial baseline, annual, and exit audiograms.

(e) Providing and requiring use of hearing protection.

(f) Providing training upon employment and as needed to those in the hearing conservation program.

(5) Providing a carcinogen control program that eliminates, or as a minimum, effectively controls the exposure of persons to carcinogenic materials as recognized by OSHA or the National Institute of Occupational Safety and Health (NIOSH). Known agents will be monitored by qualified persons, the results recorded, and potentially exposed employees informed of the risks and appropriate control measures to be taken.

(6) Providing a hazard communications program (29 CFR 1910.1200) including the following procedures, as a minimum:

(a) Reviewing procurement requests for new, potentially hazardous agents.

(b) Approving hazardous agents for use.

(c) Obtaining and maintaining material safety data sheets (MSDS).

(d) Training employees, supervisors, and managers.

(e) Labeling containers.

(f) Inventorying hazardous agents at least annually.

(g) Air monitoring.

(h) Medically monitoring affected employees.

(i) Developing disposal methods for hazardous agents.

(j) Each facility will maintain a list of restricted chemicals which should only be purchased with the approval of the Center Director or authorized representative.

(7) Establishing, implementing, and monitoring a medical surveillance program for employees who are required to work in environments where harmful conditions are identified by professionals qualified to make such determinations.

(8) Maintaining the following employee health-related records in accordance with general record schedules published by the National Archives and Records Administration.

(a) Workplace inspection reports noting health hazards or program deficiencies - at least 3 years. (See Chapter 6.3.A)

(b) Abatement plans and notifications of correction of health hazards - at least 3 years. (See Chapter 6.3.A)

(c) Audiometric test records - at least term of employment.

(d) Environmental monitoring reports, such as noise levels - at least 30 years.

(e) Employee safety and health training records -at least 5 years. (See Chapter 13.3.D)

(f) Medical records - (See FPM, Chapter 293, Subchapter 5 and supplemental FPM Bulletins).

(g) Radiation exposure records - (in accordance with 10 CFR 20).

(9) Providing access by potentially affected employees to personal health monitoring records (in accordance with 5 CFR Part 293), facility inspection reports, and work area monitoring reports (in accordance with 29 CFR 1910.20).

SAFETY AND HEALTH HANDBOOK
Chapter 18
Occupational Medical Program

18.1 Purpose. This chapter specifies the minimum Program requirements for medical surveillance of Departmental employees engaged in activities that may affect their health. (Refer also to 370 DM 792, 1-8.)

18.2 References:

A. 370 DM 792, 1-8.

B. Bureau of the Budget Circular A-72.

C. Federal Personnel Manual Supplement 792-1, Subchapter S2, "Health Services Authorized and Procurement Sources."

D. 5 CFR 339, "Medical Determinations Related to Employability."

E. 5 CFR 630.403, Subpart D, "Sick Leave, Supporting Evidence."

F. 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."

G. 5 U.S.C. 7901, Chapter 79, "Services to Employees."

H. 5 U.S.C. 8101-8193, "Federal Employees' Compensation Act."

18.3 Requirements: Each bureau will establish an employee occupational medical program that is consistent with, but not limited to, applicable regulations, including the following, as a minimum:

A. Close coordination between Department or contract health services and the appropriate bureau safety office. The health service staff will alert the appropriate safety office of all occupational illness cases so they can be investigated immediately. Investigation findings will be provided to the health services staff.

B. Health services under the direction of a licensed physician and nursing services provided by licensed professional nurses. They should be qualified in occupational medicine/nursing. **Provided it meets the above criteria, (e.g., licensed physician/ nurse qualified in occupational medicine/nursing), Center Directors are authorized to contract with local medical providers for occupational health services. The U.S. Public Health Service's Division of Federal Employee Occupational Health should also be considered as a potential supplier of medical services.**

8 C

C. Identification of potential health hazards of each position or activity; e.g, truck driver, operating a chain saw, etc..

D. Health evaluations for employees exposed to health hazards:

(1) Prior to commencing employment or a new position.

(2) Periodically during the course of employment.

(3) Whenever fitness for duty is questioned.

(4) Prior to retirement or separation from the position.

E. Information to employees on their health evaluation findings.

F. Health education and counseling to employees.

G. Prompt initial treatment, including conveyance to emergency medical care facilities, for occupational injuries and illnesses.

H. Training for selected employees in basic elements of first-aid and cardiopulmonary resuscitation (CPR), and refresher training. **Those employees who are designated as responsible for rendering first aid or medical assistance, should the need arise, will be considered to have occupational exposure to bloodborne pathogens and will be covered under 29 CFR 1910.1030.**

I. Written medical emergency planning, preparedness, and response procedures - tested periodically.

J. Maintenance of employee health records in accordance with the Privacy Act, as follows:

(1) Kept strictly confidential and separate from the Official Personnel Folder during the employee's employment.

(2) Disclosed only with the written consent of the employee or upon the order of a competent court. The disclosure of a medical record related to a job-connected injury or illness, when requested by OWCP, will be permitted provided no other information in the employee's medical record is disclosed.

Note: Medical records maintained in the Department's System of Medical Records may be used as a data source for production of summary statistics and analytical studies or for related management functions or manpower studies, or to locate specific individuals for personnel research. Parts C, E, and F of Form SF-78, Certificate of Medical Examination, are not considered to be a

medical record and will be filed in the employee's Official Personnel Folder.

SAFETY AND HEALTH HANDBOOK
Chapter 19
Fire Safety

19.1 Purpose. This chapter specifies the minimum Program requirements for protecting Departmental and public property and persons from the adverse effects of fires.

19.2 References.

A. 29 CFR 1910.

B. National Fire Codes.

C. Uniform Building Code.

19.3 Requirements. Each bureau will:

A. Establish written fire prevention and protection requirements that:

(1) Meet the needs of the organization.

(2) Provide for accidental fires and related fire losses to be minimized, if not eliminated.

(3) Provide for fires to be promptly detected, reported, controlled, extinguished, and investigated.

(4) Establish abatement procedures.

(5) Provide for the safe evacuation of building occupants. **NBS will abide by the requirements contained in the current issuance of the GSA Booklet, "Occupation Emergency Program Guide". In those GSA leased buildings where NBS is the major tenant, NBS will have the responsibility to prepare the required Occupant Emergency Plans. In those GSA leased buildings where NBS is not the major tenant or lead agency, we will assist the lead agency in completion of the required plan.**

B. Require fire detection and suppression systems/ equipment to be inspected at least annually by qualified persons, and maintained in safe operating condition. **In GSA leased space, this requirement is part of the lease and is the responsibility of the building owner. In NBS space, this requirement is the responsibility of the project leader in charge of the specific facility.**

C. Require preoccupancy and periodic inspections to be performed as covered in 485 DM 5.

D. Provide training to employees in the basics of fire prevention and emergency response. **Training covering basic fire prevention, "Hands-On" Fire extinguisher training, etc. can usually be obtained from the local fire department.** Special training will be provided for fire brigade members as necessary to enable them to safely execute their assigned duties. **When and if any NBS organizational unit elects to assign its employees to a fire brigade, this decision will be coordinated with the Office of Safety and Health. If such a unit is formed, it will conform to the requirements of 29 CFR 1910.56, Fire Brigades.**

E. Use the National Fire Protection Association (NFPA) Life Safety Code as the minimum criteria for life safety features in occupied Departmental space, unless some other more stringent code is applicable.

F. Secure the services of a qualified fire protection specialist, as needed, by having the person on staff, under contract, available by letter of agreement with another organization, etc., for consultation to the organization and to evaluate the bureau's fire prevention and protection program.

G. Maintain the following records:

In GSA leased space, the following reports and records will be maintained by the building owner. In NBS space, these requirements are the responsibility of the project leader in charge of the specific facility.

(1) Acceptance test reports and inspection reports of the fire protection systems/equipment as required by applicable NFPA standards.

(2) Periodic test reports and inspection reports of fire protection systems/equipment for the last 12 years as required by applicable NFPA standards.

(3) Manufacturers' operating instructions for life of fire systems.

(4) Abatement plans and reports of corrective actions for the last three years.

SAFETY AND HEALTH HANDBOOK
Chapter 20
Personal Protective Equipment

20.1 Purpose. This chapter specifies the minimum Program requirements for the selection, issuance, use, maintenance, and storage of personal protective equipment.

20.2 References.

A. 29 CFR 1910, Subpart I.

B. 29 CFR 1926, Subpart E.

20.3 Requirements.

A. Each bureau will establish a written personal protective equipment (**PPE**) program which includes, as a minimum:

(1) Procurement of bureau approved equipment to meet the specific needs of the organization.

(2) Availability of the equipment to employees when its use is needed.

(3) Employees trained to know when to use the equipment and how to properly select, inspect, use, maintain, store, and dispose of the equipment.

(4) Employees properly fitted for the equipment; i.e., hearing protectors, respirators, footwear, etc.

(5) Managers, supervisors, and employees held accountable for effectively implementing the program.

(6) The bureau safety and health office held accountable for monitoring the program and recommending enhancements as appropriate.

(7) Employees required to wear a respirator must be medically evaluated.

B. Personal protective equipment, needed for the protection of employees from occupational hazards, will be provided without cost to the employees.

Questions and assistance regarding the selection or use of PPE should be directed to the Office of Safety and Health.

SAFETY AND HEALTH HANDBOOK
Chapter 21
Radiation Safety

21.1 Purpose. This chapter specifies the minimum Program requirements for protecting Departmental employees and the public from adverse exposure to radioactive sources (ionizing and non-ionizing).

21.2 References.

A. 10 CFR (all applicable parts).

B. Radiation Control for Health and Safety Act of 1968, as amended.

C. Occupational Safety and Health Act of 1970, as amended.

21.3 Requirements. Each affected bureau will implement a program based on written procedures that include the following, as a minimum:

A. Identifying, evaluating, and controlling potential radiation hazards to employees, contractors, and the visiting public.

B. Describing the intended use of radiation material and/or radiation-producing equipment.

C. Training employees who are subject to being exposed to harmful quantities of radiation in the hazards and/or proper use of radiation producing equipment/sources.

D. Using warning signs, barriers, etc., to prevent accidental exposures to harmful quantities of radiation.

E. Appointing and assigning responsibilities to a qualified Radiation Protection Officer at each applicable facility.

F. Furnishing, using, monitoring, and maintaining employee monitoring devices; i.e., film badges, pocket dosimeters, pocket chambers, etc.

G. Disposing of radiation waste.

H. Handling emergencies.

I. Securing ionizing and non-ionizing radiation sources.

J. Transporting radiation materials.

K. Using lockouts and tagouts to prevent unauthorized access to radiation sources.

L. Maintaining mandatory records.

M. Storage and leak-testing of equipment.

Note: Questions and program support related to radiation issues should be directed to the OSH Industrial Hygienist.

SAFETY AND HEALTH HANDBOOK
Chapter 22
Watercraft Safety

22.1 Purpose. This chapter specifies the minimum Program requirements for the safe operation of watercraft. (Requirements related to encouraging the public's safe operation of watercraft on waters controlled by the Department are covered under Chapters 23 and 24.)

22.2 References. U.S. Coast Guard (USCG) Regulations.

22.3 Requirements. Each bureau engaged in watercraft operations will establish a water safety program that includes the following, as a minimum:

A. Watercraft meeting the applicable USCG design/equipment requirements.

B. Persons subject to falling or being thrown overboard wearing a USCG approved personal flotation device (PFD) and trained in hypothermia precautions.

C. Operators of watercraft qualified in the safe operation of the craft, and authorized as follows:

(1) Operators of vessels 26 feet or longer in length meeting USCG qualifications.

(2) Operators of vessels less than 26 feet in length being trained and evaluated through a bureau motorboat operator training and evaluation system.

D. Design and maintenance of marine facilities complying with applicable requirements.

SAFETY AND HEALTH HANDBOOK
Chapter 23
Public Safety And Health

23.1 Purpose. This chapter specifies the minimum Program requirements for protecting the visiting public from recognized hazards related to Departmental facilities or operations.

23.2 References.

A. Applicable federal, state and local regulations.

B. American National Standard A117.1.

23.3 Requirements. Each bureau will establish a public safety program that minimizes the potential for injury, illness, death, and/or property damage to the public while they are visiting Departmental facilities or in the proximity of Departmental operations. The program will include the following, as a minimum:

A. Inspecting workplaces/facilities for public related hazards.

B. Planning each job with the public in mind.

C. Designing, constructing, operating, and maintaining facilities to eliminate or control hazards, with special consideration for the physically impaired.

D. Planning for the control and protection of the public during potential emergencies.

E. Providing, at bureau staffed facilities, first-aid treatment and initial transportation, if necessary, to medical assistance. **NBS employees designated as "First Responders" will receive training in the requirements of 29 CRF 1910.139, Bloodborne Pathogens Standard.**

F. Special training, such as hazard recognition, first-aid, and CPR, for employees responsible for the safety and health of the public. **NBS employees designated as "First Responders" will receive training in the requirements of 29 CRF 1910.139,, Bloodborne Pathogens Standard.**

G. Providing educational materials, instructions, signs, programs, etc., to alert the public of potential dangers related to Departmental facilities and operations.

H. Investigating and reporting of public-related accidents.

I. Participating in and supporting agencies and organizations whose purpose(s) relate to public safety; e.g., the National Safety Council, the National Association of State Boating Law Administrators, the National Water Safety Congress, etc.

J. Enforcing bureau safety requirements, including those directed at the public which have been published in the Code of Federal Regulations.

SAFETY AND HEALTH HANDBOOK
Chapter 24
Contractor Safety And Health

24.1 Purpose. This chapter specifies the minimum Program requirements for preparing and enforcing contract clauses which define Departmental requirements for contractors with regard to safety and health.

24.2 References.

A. Service Contract Act of 1965, as amended.

B. 29 CFR 1926, OSHA Construction Standards, as amended.

C. Davis - Bacon Act, 48 CFR Parts 1-53.

24.3 Requirements.

A. Any bureau developing a contract for services in excess of $2,500, except as provided in Paragraph (b) of the Services Contract Act, whether negotiated or advertised, will include, as a minimum, those requirements set forth in Paragraph (h) of this Act. (See Exhibit 24-1.)

B. Any bureau engaged in developing construction contracts exceeding $2,000 will include, as a minimum, a safety and health clause similar to that appearing in 48 CFR 52.236-13. (See Exhibit 24-2.)

C. Bureaus will require contractors to have a substance abuse awareness program in place and promote a "drug free" work environment, similar to that appearing in 48 CFR 52.223-6.

D. Bureaus will enforce safety and health requirements in contracts in the same manner as other contract requirements.

E. Any bureau entering into an Interagency Agreement will include appropriate safety and health considerations. Where conflicts in safety and health standards exist the more stringent will apply.

MINIMUM SERVICE CONTRACT SAFETY REQUIREMENTS

Title 48 - Part 52.222-41(h) Federal Acquisition Regulations System Management

(b) Safety and sanitary working conditions.

The Contractor or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings, or under working conditions provided by or under the control or supervision of the Contractor or subcontractor, which are unsanitary, hazardous, or dangerous to the health or safety of service employees. The Contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR Part 1926.

MINIMUM CONSTRUCTION CONTRACT SAFETY REQUIREMENTS

48 CFR 52.236-13 Accident Prevention

In the interest of uniform practice, each bureau and office shall include in every construction contract exceeding $2,000 a safety and health clause similar to that set forth in this 52.236-13, containing, as a minimum, those requirements set forth therein. Additional safety requirements may be added to cover special circumstances.

Accident Prevention

(a) The Contractor shall comply with all applicable occupational safety and health standards relating to construction prescribed in 29 CFR Part 1926. Bureaus may also require compliance with construction safety standards published by the Bureau of Reclamation or the U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1).

(b) If the Contractor fails or refuses to promptly comply with the requirements of this clause, the Contracting Officer, or his authorized representative, shall notify the Contractor of any noncompliance and indicate to the Contractor the action to be taken. The Contractor shall, after receipt of such notice, immediately correct the conditions to which attention has been directed. Such notice, either oral or written, when served on the Contractor or his authorized representatives(s) at the site of the work, shall be deemed sufficient.

(c) In the event the Contractor fails or refuses to promptly comply with the compliance directive issued under paragraph (b) above, the Contracting Officer or his authorized representative may issue an order to suspend all or any part of the work. When satisfactory corrective action is taken, an order to resume work will be issued. The Contractor shall not be entitled to any extension of time, nor to any claim for damage or to excess costs by reason of either the directive or the suspension order. Failure of the Contracting Officer or his authorized representative to order discontinuance of any or all of the Contractor's operations shall not relieve the Contractor of his responsibility for the safety of personnel and property.

(d) The Contractor shall maintain an accurate record of, and shall report to the Contracting Officer in the manner prescribed by the Contracting Officer, all cases of death, occupational diseases, traumatic injury to employees or the public involved, and property damage by accident in excess of $100 incident to performance of work under this contract.

(e) The rights and remedies of the Government provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

(f) In the event there is a conflict between the requirements of this clause and any requirement of the U.S. Department of Labor in its regulations set forth under 29 CFR Part 1926, the more stringent requirement will prevail.

(g) The occupational safety and health regulations for construction referenced under this clause may be obtained from any regional or area office of the Occupational Safety and Health Administration of the Department of Labor.

SAFETY AND HEALTH HANDBOOK
Chapter 25
Concessionaire Safety And Health

25.1 Purpose. This chapter specifies the minimum Program requirements for preparing and enforcing concessionaire contract clauses. It defines the Department's requirements for concessionaires, with regard to their reasonable protection of the public and property from accidents which are within their control.

25.2 References.

A. 29 CFR 1910, OSHA General Industry Standards.

B. 29 CFR 1926, OSHA Construction Standards.

C. Federal, State and local regulations.

25.3 Requirements.

A. Any bureau establishing contracts with concessionaires will include applicable safety and health requirements for protecting the public and Departmental personnel.

B. Bureaus, as appropriate, will monitor and review inspections, educational, and other programs conducted by concessionaires for the safety and health of their employees and the public.

SAFETY AND HEALTH HANDBOOK
Chapter 26
Off-The-Job Safety And Health

26.1 Purpose. This chapter specifies the minimum Program requirements for minimizing the occurrence of employee injuries and illnesses off the job.

26.2 References. None.

26.3 Requirements. Each bureau should conduct on-the-job safety and health activities to encourage employees to be safe off-the-job. Examples of potential activities include:

A. Educating employees through items and activities, such as literature, safety meetings, bureau publications, posters, flyers, etc.

B. Conducting promotional campaigns; e.g., seat belt use, fire prevention for the home, recreation safety, etc.

C. Providing and/or encouraging employees to participate in health and fitness activities.

GLOSSARY OF TERMS

The following definitions apply to this and other documents related to the Department's Safety and Health Program unless specifically stated in the document.

ABATEMENT PLAN. A written plan identifying program deficiencies, a timetable for correction, the individual(s) responsible for correction, and the steps to be taken in the interim.

ABSTRACT OF SERIOUS ACCIDENT INVESTIGATION. Without identifying the specific incident, provides a summary of what happened, the direct and indirect contributing causes, and the recommendations for preventing similar accidents.

ACCIDENT. An unplanned event that results in injury, illness, death, property damage, or other loss that has a negative effect on the mission.

ADEQUATE RESOURCES. Includes, but is not limited to: (See 29 CFR 1960.7(c).)

a. Sufficient personnel to implement and administer the Program.

b. Abatement of unsafe and unhealthful working conditions.

c. Safety and health sampling, testing, and analysis.

d. Contracts to identify, analyze, and evaluate unsafe and unhealthful conditions.

e. Program promotional costs.

f. Technical information.

g. Medical surveillance programs for employees.

AIRCRAFT ACCIDENT. An unplanned event that does substantial damage or causes serious injury when associated with the operation of applicable aircraft, occurring between the time the engine(s) are started or rotors turning for the purpose of commencing flight, until the aircraft comes to rest with the engines and propellers or rotors stopped, the brakes set or wheel chocks in place, and all persons have disembarked.

AIRCRAFT INCIDENT. An unplanned event that does damage which is less than aircraft accident criteria, or incurs injury requiring first aid and/or medical attention. A situation, involving an aircraft and/or personnel, which results in deviation from standard aircraft operational procedure and results in an accident.

BOARD OF INVESTIGATION (BOI). Three or more members and a trained investigator, selected to conduct the primary investigation of a serious accident.

BUREAU. Major organization within the Department, including those designated as a Service, Office, or Bureau and the U.S. Geological Survey.

CERTIFIED OR COMPETENT PERSON. See QUALIFIED PERSON.

CERTIFICATION. The process of testing an individual or system for compliance with established criteria.

COLLATERAL-DUTY SAFETY AND HEALTH PERSON. A person who is charged with carrying out duties on a part-time basis that are normally performed by a full-time, professional safety and health employee.

CONTRACTOR. Any individual or firm under contractual agreement with the Department or its subunits for the performance of services, (construction, landscaping, maintenance, janitorial, etc.) including subcontractors of a prime contractor.

DEPARTMENT(AL). The headquarters of the Department of the Interior and its bureaus.

DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL (DASHO). A person with sufficient authority to represent the interest of the organization and be responsible for the management and administration of the organization's safety and health program. The title is used herein alone to designate Department level and is prefaced by "bureau" to designate bureau level.

DESIGNATED PERSON. One who has been trained or is qualified and assigned the responsibility to perform a specific task.

EMPLOYEES. Individuals employed to accomplish work, including volunteers.

EMPLOYEE REPRESENTATIVE. Where employee unions exist, a member of the work group selected by his/her peers to represent them in the administration of the safety program; e.g., as part of the formal workplace inspection team.

ENGINEERING REVIEW. Review by qualified personnel of the safety, environmental health, structural integrity, code compliance, and fire protection aspects of major projects.

ESTABLISHMENT. A single physical location where agency business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each shall be considered to be a separate establishment. Typically, it refers to a field activity, regional office, area office, installation, or facility.

FACILITY. An establishment, workplace, building, structure, construction site, or other work environment.

FACTUAL REPORT. A written report by the investigator/BOI to the bureau head containing only the facts related to the serious accident.

FIRST AID CASES. Cases involving one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., that do not ordinarily require medical care even though it may be provided by a physician or registered professional personnel. This also includes tetanus shots, initial or boosters, hospitalization for observation only (no treatment), and negative x-rays.

FORMAL EVALUATION/INSPECTION. A planned, scheduled review of the work environment and/or management procedures to determine the degree of implementation, enforcement, and/or compliance with safety and health requirements. A written report will address the findings, conclusions, and recommendations for management action.

HEALTH EVALUATION. A medical examination, the scope of which is determined by a physician based upon an individual's age, sex, medical history, and position requirements.

HAZARD. Anything which causes danger, peril, or risk to persons or property.

IMMINENT DANGER. Any condition or practice that could reasonably be expected to cause death or serious physical harm before normal abatement actions can be taken.

INCIDENT. For reporting purposes, an unplanned event involving people, equipment, or the environment that could have resulted in an injury, illness, or loss, but did not.

INDUSTRIAL HYGIENE. An occupational health science involving the identification, evaluation, and control of environmental factors or stresses arising in or from the workplace that may cause sickness or impair health.

INVESTIGATIVE REPORT. A written report by the investigator/ BOI to the bureau head containing the results of the investigation -- the investigator's/BOI's opinions as to why management control systems did not prevent the accident (if applicable), and recommendations for preventing similar accidents.

MAJOR PROJECT. Construction or research activity or new operation costing more than $100,000.

MAJOR ORGANIZATIONAL SUBUNIT. The first level under the bureau; e.g., region or district.

MOTOR VEHICLE. A motorized conveyance used primarily for transporting people and materials over the highway. Forklift trucks, dozers, etc., are considered to be materials handling equipment.

PRELIMINARY NOTICE. A written notice to the DASHO by the involved bureau of a serious accident, as a follow-up to the initial notification by telecommunications, containing only the basic facts for information sharing.

PROGRAM. Department of the Interior's Safety and Health Program as specified in 485 DM and DSHH.

PROGRAM GOALS. Short-term goals are those activities or levels of management performance to be accomplished within the next year. Long-term goals are those expected to be accomplished within the next five years.

QUALIFIED PERSON. One who has received formal training and/or passed appropriate screening tests that established the person's ability to perform the task in a safe and healthful manner.

REGION. First geographical subdivision within a bureau; e.g., state, area, district, region, etc.

REPRISAL. Any act of restraint, interference, coercion, or discrimination against an employee for exercising his/her rights under Executive Order 12196 and 29 CFR Part 1960, or for participating in the Department's safety and health program.

SAFETY AND HEALTH INSPECTOR. An individual trained to identify the unsafe and unhealthful conditions and acts in a facility or related to an operation.

SAFETY AND HEALTH PROFESSIONAL. An individual who meets the requirements of Office of Personnel Management (OPM) regulation TS-227.

SCREENING. The process (normally less formal than certification) of determining if an individual has the minimum knowledge, skill, and ability to perform a task(s) in a safe and healthful manner without continuous supervision.

SERIOUS ACCIDENT. A job-related fatality or imminently fatal injury or illness to an employee, or to anyone as a result of an employee action or Departmental activity; a Department-related occurrence which results in five or more persons being hospitalized; or a property damage accident resulting in $100,000 or more of loss, including cleanup costs.

STANDARDS. Minimum requirements published by recognized authorities, Federal, State, or local government agencies, or by national consensus groups to which the Department is committed to implement where applicable.

TRAINED ACCIDENT INVESTIGATOR. A person who satisfactorily completed a formal accident investigation course of at least 40 hours.

TRAINED PERSON. One who has the knowledge, skill, and ability to recognize the hazards associated with the task and perform it in a safe and healthful manner.

TRAINING. The process(es) of increasing an individual's knowledge, skill, and ability to a predetermined level of competence.

WORKPLACE. A physical location where agency work or operations are performed.

SAFETY AND HEALTH HANDBOOK
ACRONYMS

AHA/JHA	Activity Hazard Analysis/Job Hazard Analysis
ANS	American National Standards
BOI	Board of Investigation
Bureau DASHO	Bureau Designated Agency Safety and Health Official
CFR	Code of Federal Regulations
CMV	Commercial Motor Vehicle
CO	Contracting Officer
COP	Continuation of Pay
COR	Contracting Office Representative
DASHO	Department's Designated Agency Safety and Health
DM	Departmental Manual
DMHS	Division of Medical and Health Services
DPAS	Director, Office of Aircraft Services
DSHH	Department Manual Safety and Health Handbook
EPA	The Environmental Protection Agency
FPM	Federal Personnel Manual
GM	General Management
GS	General Schedule
GSA	General Services Administration
GVW	Gross Vehicle Weight
DP	Individual Development Plan
MSOHS	Manager, Safety and Occupational Health Staff
NDR	National Driver Register
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
OAS	Office of Aircraft Services
OF	Optional Form
OPM	Office of Personnel Management
SOHS	Department's Safety and Occupational Health Staff
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Programs
PAS	Office of Aircraft Services
PMB	Policy, Management, and Budget
PFD	Personal Flotation Device
PHS	U.S. Public Health Service
PPE	Personal Protective Equipment
SF	Standard Form
SMIS	Safety (and Health) Management Information System
TLV	Threshold Limit Values
TWA	Time Weighted Average
USCG	U.S. Coast Guard

SAFETY AND HEALTH HANDBOOK

INDEX

Abatement	2.11.D, 6, 19.3.A(4), 19.3.G(4).
Accident Reporting	2.8.I, 2.11.E, 7.
Accident Costs	7.3.E(3&5), 7.3.G(4).
Accountability	1.3.C, 2.2.E, 2.8.D, 2.11.F, 5.3.D(3), 20.3.A(5&6).
Action Plans	2.9.D, 3.
Activity Haz. Analysis	14.
Audiometric Tests	17.3.B(4), 17.3.B(8).
Age, Minimum	16.3.B(3), 16.3.D(3).
Aircraft	See Aviation Safety.
Anonymity	8.3.C.
Annual OSHA Report	2.2.C, 2.3.A, 2.9.D, 3.3.C, 7.3.H.
Annual S&H Seminar	2.4.F, 2.5.F, 2.10.G, 13.3.H.
Authority	1.1, 1.3.I, 5.3.D(3).
Aviation Safety	2.6, 2.7, 7.3.G(2&3), 15.
Awards	10.
Board of Investigation	2.4.G, 2.8.I, 7.3.C(2), 7.3.F, 7(Appendix 1)
Boating Safety	See Watercraft Safety.
Budget for S&H	2.4.B, 2.8.F, 5.3.D(5).
Bureau DASHO	2.8.E, 2.9.
Carcinogens	17.3.B(5).

Certification	13.3.C&D&G.
Coercion	See Reprisal.
Collateral Duty	1.3.D, 11.4.C&D, 13.3.E.
Committees	1.3.H, 2.9.E, 2.14, 9.3, 13.3.E.
Concessionaire	1.3.K, 2.8.C, 25.
Continuation Of Pay (COP)	7.3.E(5).
Contractor Safety	1.3.K, 2.8.C, 2.11.A, 4.3.E(3&5), 7.3.B(1), 23.A, 24.
Contracts	1.3.K, 2.5.L, 24, 25.
Council	2.4.H, 2.10.B, 2.15, 9.4.
DASHO	2.2.B, 2.4, 2.5.A, 2.7.A, 2.9.C&D, 2.15.A, 3.3.A&B, 5.3.F, 7.3.C(2), 8.3.C, 7(Appendix 1).
Discrimination	See Reprisal.
Driver's License	16.3.B(1), 16.3.C.
Emergency Plan	18.3.I, 21.3.H.
Employee Representative	2.8.K, 2.13, 6.3.F(10), 6.3.H, 8.3.C&G&H, 13.H.
Enforcement	1.3.K, 24.3.D.
Engineering Reviews	2.8.H.
Environmental Samples	6.3.F(6).
Evaluations	2.5.H, 2.6.A&C, 2.8.G, 2.10.C, 2.17.D&F, 5, 18.3.D&E, 19.3.F, 21.3.A.
Explosives	4.3.E(11).
FACOSH	2.4.E.
Federal Safety Council	2.10.B.

Fire Safety	4.3.E(7), 7.3.B(3), 19.
First Aid	18.3.H, 23.3.E.
Forms, Accident	7.3.D&G&H.
Freedom of Information	7(Appendix 1), 7.3.D(3).
GSA	6.3.K(3), 7.3.G(5), 16.3.J.
Guidelines	2.5.B, 2.16, 4, 9.5.A.
Hazard Communication	17.3.B(6).
Health Evaluation	18.3.D&E.
Health, Records	18.3.J.
Hearing Conservation	17.3.B(4), 20.3.A(4).
Hours of Exposure	7.3.E(6).
Imminent Danger	6.3.F(5), 8.3.D&F.
Industrial Hygiene	2.5.J, 17.
Inspections	2.8.J, 2.11.D&I, 2.13, 5.3.G, 6, 8.3.H, 16.3.K, 19.3.C, 23.3.A, 25.3.B.
Inspection Notice	6.3.G&H.
Instruments	17.3.B(3)(g).
Investigations	2.7.E, 2.8.I, 2.10.E, 7, 8.3.F, 8.4.B, 15.3.C, 18.3.A, 19.3.A(3), 23.3.H.
Job Hazard Analysis	14.
Job Planning	1.3.B, 23.3.B.
Log of Hazards	8.3.E.
Log of Injuries	7.3.E&H.
Medical Services	2.17, 18.

Medical Surveillance	2.17.E, 17.
Medical Examiners Certificate	16.3.D(2).
Motor Vehicle	4.3.E(1&2), 7.3.B(4), 16.
National Driver Register	16.3.F.
Off-the-Job Safety	1.3.J, 26.
Operator Qualifications	16.3., 22.3.C.
OSHA	2.2.C, 2.5.D&I, 6.3.L, 7(Appendix 1).
OWCP	2.5.L, 7.3.E(4).
Performance Standards	2.11.F.
Personal Protective Equipment	15.3(16), 17.3.B(3), 20.
Physical Condition	2.12.E.
Policy	1.3, 2.10.F(1).
Preoccupancy Inspection	6.3.C, 19.3.C.
Privacy Act	7.3.D(3), 7(Appendix 1).
Professional Development	12.
Promotion	10, 26.3.B.
Property Damage	1.3.A, 2.11.E, 7.3.B(5).
Public Safety	1.3.A, 2.8.C, 2.11.A, 7.3.B(2), 21.3.A, 23, 25.3A.
Purpose	1.2.
Quality Deficiency Report	6.3.K(3).

10c

Radiation Safety	4.3.E(6), 21.
Recognition	1.3.C, 2.8.L.
Records, Access	7.3.H(6), 17.3.B(8)&(9).
Records, Retention	7.3.I, 19.3.G.
Reports, Accident	2.2.C, 2.12.E, 7.3.B.
Reports, Annual	See Annual Report.
Reports, Interim	2.9.D, 3.
Reports, Unsafe Conditions	1.3.G, 2.12.B, 6.3.H, 8.3.
Reprisal	1.3.E, 2.5.E, 2.10.E, 2.11.G, 2.12.C, 8.4.
Resources	2.2.D, 2.8.F, 5.3.D(5), 6.3.K, 12.3.B(2).
Respirators	17.3.B(3), 20.3.A(4).
Rights & Responsibilities	2.12.C, 13.3.A.
S&H Poster	2.8.M.
Seat Belts	16.E.
Secretary, DOI	2.2, 3.3.C, 4.3.B(1).
Secretary of Labor	2.2.C, 3.3.C, 4.3.B.
Seminar	See Annual Seminar.
SMIS	2.5.G&L, 2.10.I, 7.3.A&E(2), 7.3.H(3).
Staffing	1.3.D, 2.5.J&K, 2.10.H, 5.3.D(6), 11.
Standards	1.3.I, 2.4.D, 2.5.I, 2.8.B, 2.10.D, 2.17.B, 4, 15.3.A(8), 19.3.E.
Subject Matter Expert	2.9.B, 2.10.H, 11.4.B&C.
Technical Support	2.5.H, 2.10.F, 2.17G, 8.4.A, 15.3.A(11).

Tort Claims	7.3.E(3)(c), 7.3.I(4).
Training	1.3.F, 2.5.K, 2.8.B, 2.11.C, 2.12.D, 5.3.D(7), 6.3.B, 9.3.D, 11.3.D, 12, 13, 15.3.A(9), 16.3.G, 17.3.B, 19.3.D, 20.3.A(3), 21.3.C, 22.3.C, 23.3.F.
Unsafe Conditions	1.3.G, 2.10.E, 2.13, 8.3.
Variance	2.5.C, 2.10.D.
Visitor Safety	See Public Safety.
Watercraft Safety	7.3.G(4), 22.
Working Groups	2.16, 9.5.
Work Rules	1.3.G, 2.12.A, 2.13, 6.3.G(7).

END

03/04/97